

Adult Offender Work Program

Full Name: _____ Case#: _____

The Adult Offender Work Program (AOWP) is a jail alternative program administered by the Marin County Probation Department. California law allows an individual to receive one day jail credit for every 8 hours of manual labor performed for a non-profit agency.

The work is physical labor and all participants should expect to work an eight-hour day. Work is available at a variety of locations throughout Marin and on varying days of the week including weekends. AOWP staff will assign participants to work locations based on schedule availability, transportation needs and best fit for participant skills. We do accept some medical accommodations for light duty work.

To participate in the AOWP Program, participants must:

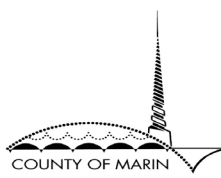
- Be sentenced to 29 days or less of custody time (all cases and counts combined)
- Have a future remand date
- **Complete the attached program application and agreement form**
- Pay the non-refundable program fee of \$50.00
 - If making full payment is a financial hardship you may be eligible for a payment plan or fee reduction/waiver.
 - To request a financial waiver please check appropriate box on application agreement form, complete optional financial form and turn in with your application form.
- Pay \$10 per assigned day of work (billed following orientation).
- If you are applying to AOWP from another county (courtesy case) you must provide contact information for your sending county at the time of your orientation.

You will be contacted for your telephone orientation with a staff member to finalize enrollment in the program. Please note the call may appear as “No Caller ID” or “Blocked”.

It is the client’s responsibility to reschedule a missed orientation within the same week as the original orientation date.

Please contact the AOWP line at 415-473-6687 or email AOWP@marincounty.org
For orientation reschedules or any questions.

If you DO NOT complete the enrollment process and appear on your scheduled remand date without the provided “Book and Release” paperwork, you may be subject to unplanned jail custody time.



Adult Offender Work Program

Program Application

Orientation will be scheduled within two weeks following receipt of this form:

Full Name _____ Case number: _____

D.O.B.: _____ Email Address: _____

Mailing Address : _____

City: _____ State: _____ Zip: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Home Number: _____ Cell Number: _____ SMS okay?: yes no

What will be your transportation to the Work Sites (all sites are in Marin County)?

Occupation and/or Skills: _____

Do you have any physical limitations that would prevent you from doing MANUAL labor for 8 hours a day? Yes No If YES, please describe:

Are you currently under a doctor's care? Yes No If YES, please describe:

Are you taking any medication? Yes No If YES, please list:

Have you participated in Marin County's Adult Offender Work Program before? Yes No

Are you required to register as a sex offender? Yes No

What day(s) of the week are you available to work between the hours of 8am-4pm: (Please Circle each)
(You are required to work a minimum of one day a week, you may work more than one day if available)

MON TUE WED THUR FRI SAT SUN

***Please note:** You must provide your proof of enrollment to the AOWP program prior to remand date to receive your book and release letter. The book and release letter is presented at your remand to show that you have completed your days to serve with AOWP, without it you will not receive credit.



Adult Offender Work Program

Program Application Agreement:

Full Name: _____ Case#: _____

I AM APPLYING FOR THE ADULT OFFENDER WORK PROGRAM, AND I UNDERSTAND THE FOLLOWING
(Please initial each line)

I understand that the AOWP staff will determine the number of days of work that I must perform to complete my sentence, based on the court order and custody credits that I have earned.

I understand that I will receive a phone call from an AOWP staff member to go over the AOWP rules, timesheet preparation, and to receive the necessary paperwork (BOOK AND RELEASE LETTER) in order to present it at the time of my court remand date/completion of any mandatory custody time.

I understand that I must report any physical injuries, illnesses or limitations, that might affect my ability to do physical labor, and that I will be required to provide medical documentation as directed by AOWP staff.

I acknowledge that I have received and reviewed the AOWP Orientation rules and regulations

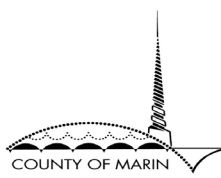
There is a non-negotiable application fee of **\$50.00**, which is due prior to attending orientation:

- I certify that I am aged 21 or UNDER
- Pay now
- Pay on your orientation day
- I'd like to be considered for financial relief (applicable to daily fee ONLY)(attach financial form)

FALSIFICATION OF INFORMATION ON THESE FORMS MAY BE CAUSE TO REJECT YOUR APPLICATION OR
TERMINATE INVOLVEMENT IN THE PROGRAM

I certify that the above information is true and complete.

Date: _____ Applicant Signature: _____



Adult Offender Work Program

NOTICE OF AOWP PROGRAM FEES:

Full Name: _____ **Case#:** _____

A non-refundable program fee of **\$50.00** is required to be paid before you will be fully enrolled in the AOWP Program. Payment of this fee will allow for attendance at orientation and release your final program packet that includes your work assignment and “Book and Release” form that the Sheriff will require on your remand date. Failure to appear on your remand date with proper paperwork can result in your being remanded into custody or a bench warrant for your arrest.

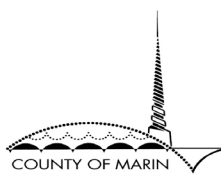
If payment of the full application fee prior to program start causes financial hardship, please check this box and request a financial information sheet to attach to your application. A payment plan/reduction in fees will be discussed on your orientation date.

I AM APPLYING FOR THE ADULT OFFENDER WORK PROGRAM, AND I UNDERSTAND THE FOLLOWING

(Please initial each line)

- The \$50.00 application fee is being assessed for the preparation of documents for my AOWP case. I understand that this is non-refundable.
- I understand that payment of the program fee does not satisfy program requirements and it is my responsibility to complete program enrollment by speaking with AOWP staff to receive assignment and go over the program rules, and to receive my book and release form.
- I understand that I will be required to pay an additional \$10 per workday fee prior to the completion of the program.
- I understand that it is my responsibility to appear on my remand date with provided book and release paperwork, even if accepted into the AOWP program. I understand that failure to appear may result in a warrant being issued for my arrest.

For more information, please call 415-473-6687 or email AOWP@MARINCOUNTY.ORG

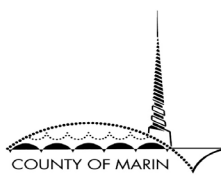


Adult Offender Work Program

AOWP PARTICIPATION RULES:

Read the following rules that describe what is necessary for satisfactory completion of your jail sentence through the Adult Offender Work Program. Failure to adhere to these rules will result in your involuntary termination from AOWP and the issuance of a notice directing you to report to jail to serve the remainder of your sentence. Any moneys paid to the program are forfeited if you are involuntarily terminated.

- 1. Pay all your fees:** You must pay a **non-refundable application fee** of **\$50.00** before you will be considered for the program. You must also pay a program participation fee of **\$10.00** for each AOWP day. Those fees are to be paid prior to your commencing the work program.
- 2. Current Contact Information:** You must keep the AOWP staff informed of your correct phone numbers, both your residence and mailing addresses, **and** email addresses until you complete the program.
- 3. Communication:** You must respond or comply immediately to any oral, written or telephonic communications from the AOWP staff.
- 4. Weekly Participation & Work Schedule:** You must work at **least one day per week** and may not skip weeks or postpone any part of your AOWP work schedule unless you have prior approval by AOWP staff. You will be given credit for one day of your sentence for each work shift successfully completed. You do not receive "good time / work time" jail credits on AOWP. You may work more than one day a week, if you choose and are available. Let AOWP staff know that you may be available for additional days in order to select appropriate work sites to accommodate multiple workdays **prior** to preparing work schedule timesheet. Once assigned, you may work additional days IF you get prior authorization by the worksite and AOWP staff.
- 5. Work Sites:** Your work site will be selected for you by the AOWP staff. Your mode of transportation and distance of travel is taken into consideration. However, it is not always possible to accommodate those needs. It is **your** responsibility to arrive on time and stay the entire day or you will not receive credit for the day. It is a full 8-hour workday, with a 1/2 lunch break and a 15-minute break in the morning and afternoon. You will be turned away without credit if you arrive late, or leave early, in either case it will be counted as an unexcused absence (unless medically excused). You must perform the work assigned to you and obey all the instructions of the work site supervisory staff. Unsatisfactory attitude or performance will result in your involuntary termination from the AOWP program.
- 6. Time Sheet:** A timesheet indicating the days, times and location will be prepared for you by AOWP staff. You are responsible for bringing your timesheet each day and at the end of each day, have the worksite supervisor sign off on it verifying your attendance. It is your responsibility to renew your timesheet and report your completion of all your workdays to the AOWP office.



Adult Offender Work Program

7. Absences: You are expected to report to the worksite on your assigned days, unless you have prior approval by the AOWP staff. If you miss a scheduled workday, and do not call the worksite and the AOWP staff, it is counted as an unexcused absence and you will be charged **\$25.00** to reschedule. You are allowed **2** unexcused absences and will be terminated from the program upon the 3rd unexcused absence. The only acceptable reason for missing a scheduled work shift is because of illness or medical emergency of yourself or your dependent. You must provide a written statement from a licensed physician (MD) or dentist (DDS) describing the medical problem or illness to the AOWP staff at the Probation Office **no later than 5 business days** from the missed workday. The medical treatment must be performed and dated on the day that you were scheduled to work.

There is no rescheduling fee for excused absences. The AOWP staff has the discretion to determine if a participant has too many medical absences to be maintained on the program

DO:

- Bring photo identification when reporting for work (each and every shift).
- Bring a sack lunch and water to drink. You are **not** to leave the work site for any reason during the work shift.
- Report any and all injuries to the site supervisor immediately and to AOWP Staff before the end of your shift. Appropriate paperwork must be completed for all injuries within 24 hours.
- Dress appropriately. Given the changing weather throughout the day, wear layers to accommodate cooler mornings, to warmer afternoons. Wear sturdy shoes to accommodate a variety of terrain. No tank tops, shorts or open toed shoes. Protect yourself with sunscreen and head covering.

DO NOT:

- Report to the work site under the influence of drugs or alcohol or have them in your possession.
- Possess any weapons, including knives at the work site (except items issued by the supervisor.)
- Use cell phones, or any other electronic video or audio devices while working at the work site. Except for your cell phone, do not bring the other devices to the worksite.
- Have visitors or pets at the work site.
- Engage in sexual harassment, threats or violence of any kind. You will be subject to immediate ejection from the AOWP program and possible arrest and prosecution.

NOTE: You will automatically be terminated from the program if you miss a *scheduled* work day because of a new arrest, arrest on an old warrant, or if you are jailed for any reason, in any County, not discussed with the AOWP staff prior to your admission to the program.

I HAVE READ, UNDERSTAND AND FULLY AGREE TO ALL OF THE TERMS AND REQUIREMENTS SET FORTH IN THIS CONTRACT.

APPLICANT SIGNATURE

DATE