



King County

Department of Adult and Juvenile Detention
Community Corrections Division

Community Work Program (Work Crew)
925 Hiawatha Place South, Seattle, WA 98144

Phone: (206) 477-0667

Fax: (206) 205-0535

Email: WorkCrew@kingcounty.gov

WORK CREW INFORMATION SHEET – SUPERIOR COURT **Effective August 8, 2016**

The Community Work Program (CWP) is an alternative to jail and can help you complete your Court obligations including paying off fines.

Scheduling Your Days

You must either attend an in-person orientation OR call your Program Coordinator at **(206) 477-0667** within 7 calendar days of your court order (your “orientation deadline”) and get on the work crew schedule, unless otherwise instructed by the judge. See *scheduling guidelines on the back of this page*. Orientations are held:

- Every Tuesday at 9:00 am in Room E-341 (third floor) of the King County Courthouse in Seattle, 516 Third Ave., Seattle, WA.
- Every Thursday at 10:00 am in the Burien Courthouse, 601 SW 149th St, Burien, WA.

Hours of work crew are 7:30 am to 3:30 pm Monday – Sunday (7 days a week).
You must report between 7:00 and 7:30 am. If you are late, you may not get on a crew.

Where to Report for Work Crew: 925 Hiawatha Place South, Seattle, WA 98144

See attached page for directions. Due to limited parking, transit options are highly recommended.

What to Wear

Work is physical and performed outdoors, year-round, in all weather conditions, so dress appropriately for working outdoors. Rain gear and work gloves are provided. It is important to wear sturdy, closed-toe footwear. You must wear long pants and shirts that cover your shoulders and midriff. No capris, shorts, tank tops, or sandals. If operating motorized equipment, you will be required to wear eye and ear protection for safety which will be provided to you.

What to Bring and Not Bring – PROGRAM RULES

- Bring a lunch. There is no stopping for food or beverages during the day.
- Cell phones, iPods, iPads, laptops and other electronic devices are not allowed on the crew. If someone needs to reach you during the day, have them call (206) 477-0667 and we will get a message to you via your Crew Supervisor.
- No weapons are allowed, including guns, knives, mace, pepper spray, etc. If you bring guns, explosives, or illegal weapons you will be removed from the program. Other prohibited items must be checked in a locker or you will be asked to leave with an unexcused absence.
- Large bags, backpacks are not allowed on the crew.
- You will be screened prior to going out on a crew. Prohibited items and personal belongings may be checked in a small locker at the shop if needed.
- If you bring them, you will be required to leave them in a locker at the shop while out on crew. Do not arrive for work crew impaired. Alcohol, marijuana, and illegal drugs may not be brought to or used on crew, regardless of whether you have a medical marijuana card. Violations may result in your removal from the program.

Scheduling Guidelines

You must begin work crew by the third week following your orientation deadline. Crews are available 7 days a week. Saturdays and Sundays are reserved for those who are employed or in school full time.

Not Employed or In School – You are required to do work crew **FOUR days per week** until your sentence is completed.

Employed or In School (Full Time) – You are required to do work crew **ONE day per week** until your sentence is completed. You must provide proof of employment (copy of pay check); otherwise you will be required to work three days per week until documentation is provided.

****Exceptions to these scheduling rules must be approved by a District Court Judge****

Excused Absences

If you have a Court-related appointment that will conflict with your work crew schedule (treatment, probation, Court hearing, etc.), you must notify your Program Coordinator in advance about how to document these appointments and schedule a make-up day with work crew. Absences due to medical/dental issues may be excused if you provide documentation. Excused absences must be approved in advance so you can be taken off the schedule.

Unexcused Absences

Unexcused absences may include: failing to show up, arriving late, sleeping in, missing the bus, showing up intoxicated or on drugs, bringing contraband, not following directions, not wearing safety gear, fighting, or behavior issues while on work crew. If you miss a day during the week, you can reschedule within that same week to avoid having that missed day count as an unexcused absence (this may only be done once in a week).

Upon 2nd unexcused absence will be reported to the Court so that a review hearing can be scheduled. Pending a review hearing, you may still earn days on work crew, if approved by your Program Coordinator.

Drug Test: All participants with a felony case will be required to drug test every 30 days.

Smoking Policy:

At the office, CWP has a designated smoking area in the front of the building at the end of the wheelchair ramp. No smoking is allowed in the fenced yard behind the building. Do not smoke in front of apartment buildings or residences. Smoking while out on a crew occurs only at designated times and locations.

Loitering:

Please do not loiter in the neighborhood. The area has been subject to car prowls and break-ins, so residents are on high alert for persons who might be loitering.

When waiting for the bus back to downtown Seattle, please do not stand in the Darigold parking lot. Please wait on the sidewalk on Rainier Ave S.

Notes from telephone conversation

Caseworker Name: **Mrs. Stephens**

Caseworker Phone #: **(206) 263-0515** Email: **Carline.Stephens@kingcounty.gov**

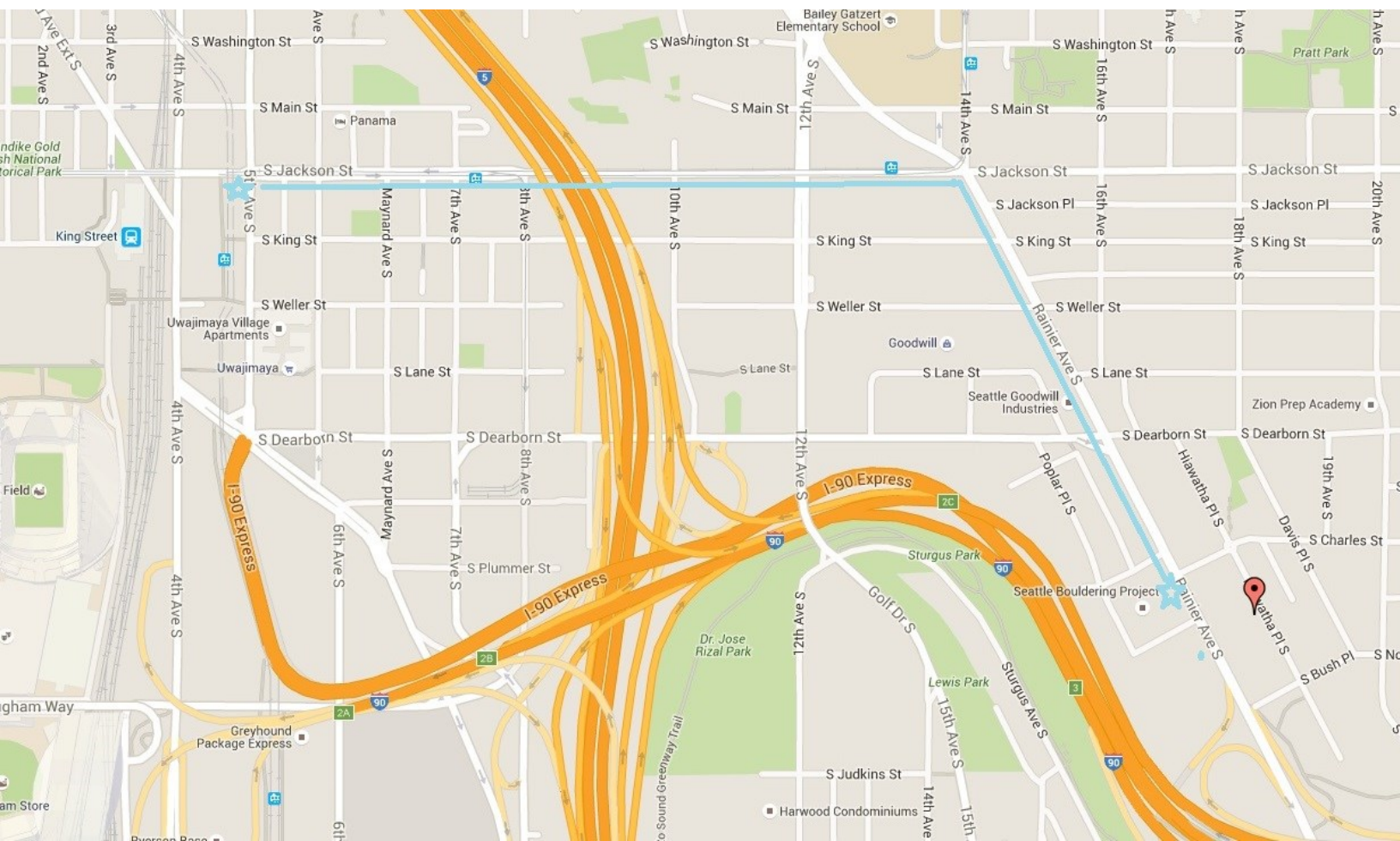
My Work Crew Schedule: _____

EFFECTIVE AUGUST 8, 2016
Directions to King County Community Work Program

925 Hiawatha Place South, Seattle, WA 98144
(206) 477-0667 Office Opens at 7 am. Crews leave at 7:30 am.



There are several options to get to the CWP Office, including by bus, train or driving. Using public transportation is highly recommended.



BY BUS:

From Downtown Seattle: Take the Metro #7 bus which runs South along 3rd Ave, East along S. Jackson Street, then South down Rainer Ave S. Get off on the Charles Street bus stop (there is a Shell station on the corner). Walk up Charles Street one block and take a right at Hiawatha Place S. CWP is on your right in the middle of the block (in between a house and an apartment building).

For a bus schedule, see <http://kingcounty.gov/depts/transportation/metro/schedules-maps/007.aspx>

Be sure to allow enough time to get to the CWP office. If you do not catch the bus at 5th & S. Jackson by 7:15 am, you will be late. The bus stop to go back to Seattle on Metro route 7 is located on Rainier Ave S next to the Darigold parking lot.

From Rainier Beach or Columbia City: There are several buses that can get you to the Mount Baker Transit Center. From there, take the #7 bus headed North on Rainier Ave S. to Charles St.

For a bus schedule, see: <http://kingcounty.gov/depts/transportation/metro/schedules-maps/007.aspx>

If you are transferring between buses, you may be eligible for a transfer. Ask the bus driver for details before you get off the bus.

BY TRAIN:

Sounder Commuter Train

Trains run from Lakewood through Tacoma, Puyallup, Sumner, Auburn, Kent and Tukwila to downtown Seattle. Fares vary depending on where you get on the train. Go the following websites for timetables

<http://www.soundtransit.org/Schedules/Souder-Lakewood-Seattle> and fares <http://www.soundtransit.org/Fares-and-Passes/Souder-fares>.

Sound Transit Link Light Rail

Trains run from Sea-Tac Airport to downtown Seattle every 6-15 minutes. Adult fares range from \$2.25 to \$3.25 depending on how far your travel. The primary ways to get to CWP from Link Light Rail are as follows:

1. Ride Light Rail to the Intl. District/Chinatown Station, then take the Metro #7 bus from 5th & Jackson to Hiawatha as noted above.
2. Ride Light Rail to the Mount Baker Station, then take the Metro #7 bus headed North on Rainier Ave S as noted above.

Go to the following websites for schedules <http://www.soundtransit.org/schedules/link-light-rail> and fares <http://www.soundtransit.org/Fares-and-Passes/Link-fares>.

BY CAR:

Coming on I-5 from the North in the main line: Take the S. Dearborn St exit and turn left onto S. Dearborn. Go East to Rainier Ave S. Turn right on Rainer Ave S and go to Charles Street where you will take a left turn onto Charles. Go one block and turn right onto Hiawatha Place S. CWP is on your right in the middle of the block (in between a house and an apartment building).

Coming on I-5 from the South: Take the S. Dearborn St. exit and turn right onto S. Dearborn to Rainier Ave S. Turn right on Rainer Ave S and go to Charles Street where you will take a left turn onto Charles. Go one block and turn right onto Hiawatha Place S. CWP is on your right in the middle of the block (in between a house and an apartment building).

Coming from I-90: Take the Rainier Ave S. exit. If you are coming from Seattle, turn left onto Rainier Ave S. If you are coming from Bellevue/Mercer Island, turn right onto Rainier Ave S. Go to Charles Street and turn right. Go one block and turn right onto Hiawatha Place S. CWP is on your right in the middle of the block (in between a house and an apartment building).

Because CWP is in a residential neighborhood, we need to be mindful of the local residents. There is limited street parking and some parking at the end of Hiawatha Place S near the park. Please do not park in areas where you are blocking driveways or other parked cars.