



**King County**  
Department of Adult and Juvenile Detention  
Community Corrections Division  
500 – 5<sup>th</sup> Avenue  
Seattle, WA 98104  
Phone: (206) 296-1240 / Fax (206) 296-1797

## Work Education Release Program Enrollment Packet

**Name:** \_\_\_\_\_

**Intake Interview Appointment Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_  AM  PM

**Report to the King County Courthouse, 516 3<sup>rd</sup> Avenue, 10<sup>th</sup> Floor, Room 1028.**

**You must make every effort to keep your scheduled Intake appointment. Failure to do so may result in a delay in processing your admission to Work Education Release.**

- Attached are forms which you must bring to your intake interview. Please fill out these forms as completely and accurately as you can. Bringing the completed packet along with other information noted below will help ensure the enrollment process goes smoothly.
- Please bring all paperwork given to you by the court, including a copy of the commitment order to WER and the signed Conditions of Conduct Order.
- Please bring your most recent pay stub from your employer, if you are employed.
- If you have been ordered to treatment, please be prepared to provide the type of treatment, the name of your treatment provider, their telephone number and fax number. Please be prepared to sign a Release of Information.
- At the intake interview:
  - We will review your personal information and eligibility.
  - We will provide and review with you the WER Participant Information and Guidebook.
  - You will be given a report date to report to the WER office (which will be on or before the date ordered by the Court).
- **DO NOT bring children to your interview, as they are not allowed inside the WER offices.**



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## Work Education Release Personal Information Sheet

|  |               |  |
|--|---------------|--|
| <b>Participant Name:</b>                         |               |  |
| <b>Alias:</b>                                    |               |  |
| <b>Street Address:</b>                           | <b>Phone:</b> |  |
| <b>City/State:</b>                               | <b>Zip:</b>   |  |
| <b>Spouse/Personal Friend:</b>                   |               |  |
| <b>Street Address/Apt:</b>                       | <b>Phone:</b> |  |
| <b>City/State:</b>                               | <b>Zip:</b>   |  |
| <b>Place of Work:</b>                            | <b>Phone:</b> |  |
| <b>Mother:</b>                                   |               |  |
| <b>Street Address/Apt:</b>                       | <b>Phone:</b> |  |
| <b>City/State:</b>                               | <b>Zip:</b>   |  |
| <b>Place of Work:</b>                            | <b>Phone:</b> |  |
| <b>Father:</b>                                   |               |  |
| <b>Street Address/Apt:</b>                       | <b>Phone:</b> |  |
| <b>City/State:</b>                               | <b>Zip:</b>   |  |
| <b>Place of Work:</b>                            | <b>Phone:</b> |  |
| <b>Relative/ Friend/Relationship:</b>            |               |  |
| <b>Street Address/Apt:</b>                       | <b>Phone:</b> |  |
| <b>City/State:</b>                               | <b>Zip:</b>   |  |
| <b>Personal Reference Who You See Regularly:</b> |               |  |
| <b>Street Address/Apt:</b>                       | <b>Phone:</b> |  |
| <b>City/State:</b>                               | <b>Zip:</b>   |  |
| <b>Place of Work:</b>                            | <b>Phone:</b> |  |

**Providing insufficient, inaccurate, or false information is cause for removal from WER.**

|                     |                          |
|---------------------|--------------------------|
| Signature: _____    | Date: _____              |
| Witness Name: _____ | Witness Signature: _____ |



**King County**

**Department of Adult and Juvenile Detention  
Community Corrections Division  
Work Education Release Program**

## **WER Participant Information and Guidebook**



***Work Education Release is a Non-Smoking Facility***

**Mailing Address:  
500 Fifth Avenue  
Seattle, WA 98104**

**Physical Location:  
King County Courthouse  
516 3<sup>rd</sup> Avenue  
10<sup>th</sup> Floor, Room 1028  
Seattle, WA, 98104**

**Officer Station: 206-477-5113  
Administrative Offices: 206-296-1240**

# Introduction

## Mission Statement

The Department of Adult and Juvenile Detention contributes to the public safety of the citizens of King County and Washington State by operating safe, secure and humane detention facilities and community corrections programs in an innovative and cost-effective manner.

Welcome to the King County Work Education Release (WER) program. The court has ordered you into WER. In court, you agreed to specific rules in the WER Conditions of Conduct Order, which are binding throughout your stay in WER. Additionally, you must follow the rules outlined in this guidebook, which explains the WER rules and privileges and the inmate discipline system. Please make sure you have read all of the information in this guidebook and your court order, as it is important to your success in WER. If any item is found to be in error, it will not invalidate the rest of the guidebook.

## Inmate Code of Ethics, Rights, and Responsibilities

### **As a WER participant inmate you can expect:**

- Your treatment to be nondiscriminatory with regard to sex, race, religion, national origin, sexual orientation and disability.
- Your treatment to be fair, firm, and respectful.
- Not to be subjected to cruel and unusual punishment.
- Your crime or charges will not to be discussed with other inmates.
- To be free from threatening or harassing behavior from staff and other inmates.
- You will be disciplined if you threaten, harass, intimidate, taunt, or ridicule staff or other inmates, if you break jail rules, or if you disobey orders.
- To be under constant supervision.

### **You are expected to:**

- Follow Work Education Release rules.
- Follow schedules and comply with orders from staff.
- Refrain from horseplay and disrespectful language.
- Direct facility-related requests first to the housing unit officer (not to caseworkers).
- Show good behavior at all times.
- Treat staff and other inmates fairly and with respect.
- Be responsible for your choices and behavior.
- Be patient.
- Keep your living area clean.

*If you have questions about any of these expectations, please ask your caseworker or a housing unit officer.*

## **WER Addresses and Phone Numbers**

Please have mail sent to you as follows:

Your Booking Name  
BA Number  
c/o WER Program  
500 5<sup>th</sup> Avenue  
Seattle, WA 98104

Pre-approved designees bringing you money should come to the following location:

King County Correctional Facility  
Reception Window, Third Floor  
500 5<sup>th</sup> Avenue  
Seattle, WA 98104

Pre-approved designees bringing you property should come to the following site:

King County Courthouse  
WER Program  
516 3<sup>rd</sup> Avenue, 10<sup>th</sup> Floor, Room 1028  
Seattle, WA 98104

Useful Phone Numbers:

|                           |              |
|---------------------------|--------------|
| WER Administrative Office | 206-296-1240 |
| WER Officer's Station     | 206-477-5113 |

## **The Prison Rape Elimination Act (PREA)**

**DAJD has a zero tolerance for sexual abuse or harassment in the jail and Work Education Release.** You have a right to be free from sexual abuse and sexual harassment and to be free from retaliation for reporting these incidents. Please see the WER PREA Handbook for details.

# Work Education Release Staff Roles

## **WER Corrections Officers (Duty Officers)**

Assigned corrections officers from the King County Correctional Facility (jail) oversee the orderly operation of the WER facility on a day-to-day basis. They provide essential security and perform the following duties:

- Coordinate with the jail and CCD program staff;
- Search and screen participants as they enter the facility;
- Control movement within the facility;
- Check participants in and out of the WER facility on passes;
- Perform security checks and take head counts;
- Conduct UAs as directed by caseworkers or upon suspicion of a participant being under the influence of drugs or alcohol;
- Provide meal service;
- Manage emergencies;
- Manage behavior per the Participant Rules of Behavior;
- Report all behavior violations to caseworkers; and
- Complete inspections within the facility.
- Ensure participant funds are appropriately recorded in kiosk, or manually, if kiosk is unavailable.

## **WER Caseworkers**

DAJD's Community Corrections Division caseworkers manage the WER program. Caseworkers perform the following duties:

- Manage the intake and placement of WER participants;
- Verify employment;
- Conduct intake interviews prior to admission in WER;
- Orient new participants upon their arrival in WER;
- Authorize and issue passes for participants to leave the facility;
- Monitor the participants in and outside of the facility;
- Oversee participant compliance with program rules;
- Determine participant needs and the level of their needs;
- Coordinate with duty officers on various participant issues;
- If applicable, work with the participant's treatment provider to coordinate the therapeutic plan and collaborate with the participant and social service agencies to assist with care and treatment plans;
- Maintain confidentiality of information;
- Report to the court as necessary;
- Coordinate release planning;
- Complete additional duties;
- Establish Room and Board rates; and
- Ensure participants are current on room and board fee and report to the court if not.

All participants will meet with their assigned caseworkers within 24-72 hours of placement in WER, excluding weekends and holidays. To speak to your caseworker after your initial orientation, put your name on their sign-up sheet outside the Officers' Station and they will call you out. Caseworkers are available Monday – Friday from 7:30 am – 4:00 pm, excluding holidays. Caseworkers are not available on weekends.

# Admissions Process

## **Eligibility**

Unless referred by Drug Court, Mental Health Court, or Veterans Court, you must be employed to be eligible for WER. You must have a court order for WER and you must have signed a WER Conditions of Conduct Order. The WER caseworker must have all your signed paperwork and, if applicable, verify your employment before you can be admitted to WER.

## **Intake Interviews, Booking, and Orientation**

### ***Out of Custody Admissions***

If you are out of custody at the time of your admission to WER, you will be asked to complete an intake interview with a WER caseworker after your admission has been approved. At the intake interview, you will be given a report date which is the date you must report to WER for booking. You will be required to report to the WER facility promptly at 6:00 pm on your report date. You will be checked in, then temporarily sent to the King County Correctional Facility to be booked. Booking includes fingerprinting, photograph, a warrant check, and assignment of a jail booking (BA) number. Once booked, you will immediately return to the WER facility. The following business day, you will meet with your caseworker for an orientation to review the program rules, room and board fees, your work schedule, etc.

### ***Jail Transfers***

If you are a jail transfer, you will be escorted to the WER facility with your property (only property which is allowed pursuant to this guidebook) and medications which will be placed in a locker per the medications policy. If you have funds in your inmate trust account, you may receive up to \$50 cash at the time of transfer (thereafter, you must request funds via a *Funds Request* form). Your intake interview and orientation will occur the next business day or up to 72 hours from transfer. No participant is released to the community without the intake interview and orientation (rules, fees, responsibilities, schedule, questions and answers).

## **Readmission to WER**

Your personal items (e.g., valuables and clothing) should be inventoried upon your return to WER, and you should make sure all valuable items are duly noted on the property list. You should store these items in your personal locker. You will receive a receipt for all personal property inventoried at WER. If you did not bring an item into the jail, it is not here.

## **Transgender Policy**

DAJD has a Transgender Policy in place and has established certain protocols regarding appropriate classification, housing and treatment of transgender inmates. If you are transgender and placed into WER, you should mention this to the duty officer or your caseworker: If this was not made known at booking, you should immediately inform staff.

## **Emergency Contact**

At the intake interview, you are asked to provide an emergency contact information (contact person's name and phone number). If your contact information changes, please inform your caseworker or the duty officer to update your records.

## **Property / Clothing**

See "Participant Property" section of this guidebook for details on which items are allowed and not allowed, as well as policies on holding property upon release.

All participants must bring a lock with spare key or written combination when being booked into WER so that property can be secured. You must provide a spare key or the lock combination to the duty officers.

If you are coming to WER out of custody, bring your allowable property items with you when you report. **Do not bring more property than you are allowed.**

Pre-approved property items may be delivered to the WER facility seven days a week between the hours of 9:00 am and 9:00 pm. All property items for delivery must have advance written approval from your assigned caseworker. All property dropped off must be on the list of items allowed in WER.

You will be permitted to wear your head covering, Religious head coverings will be searched in a manner consistent with the methods used for searching other clothing you are wearing when booked.



# Room & Board Fees and Participant Funds

## WER Fees / Room and Board Payments

Room and board payment is your responsibility and a requirement to remain in WER.

Unless you have a waiver from the court, you will be assessed a fee for program participation pursuant to your Conditions of Conduct Order. All participants must sign a WER Participant Financial Agreement and bear responsibility for paying the fees owed. This is a legal debt which can only be discharged through a waiver by a judge. Failure to pay may result in your debt being turned over to a collections agency or King County may obtain a judgment against me. Failure to pay may also be grounds for removal from WER.

Fees are calculated as a daily rate set by King County ordinance. There is a sliding scale fee schedule which is based on the amount of your gross hourly rate of pay. Your fees may change while you are in WER if your hourly wage changes. You must also notify your caseworker immediately of any changes to your gross hourly rate of pay. A copy of the fee schedule is included in the WER Participant Financial Agreement.

You are required to provide your caseworker with a copy of your pay stub within three (3) days of each pay date. Failure to do so may result in your removal from WER.

At the time you report to WER, you must prepay for seven (7) days room and board plus a \$25 intake processing fee. If you do not prepay at the time you report or pay within three (3) business days of reporting, you will be removed from the WER program and transferred to secure detention.

Thereafter, once you begin working, you must pay your balance owing no later than three business (3) days of each pay date. The balance owing will be the room and board fees through the pay date. If you fall seven (7) days behind on your payments (i.e., payment is not received within seven (7) days of each pay date), you will be given notice of your delinquent account and your balance owing. If you still have not paid within ten (10) days of your pay date, your work, treatment, and other non-essential passes will be suspended. If you are more than fourteen (14) days behind on your fees, you will be removed from WER and placed in secure detention and the court will be notified. In order to return to WER, you must pay the outstanding balance in full and there must be a bed available.

If you anticipate having difficulty staying current with your room and board payments please talk with your attorney about your options – you may be eligible for a waiver. Also keep your caseworker apprised of your situation.

## Method of Payment

Payments may be made through the following methods:

- Your employer mailing your paycheck directly to WER (required if you are paid via check).
- A cash deposit at the kiosk at the Officers' Station. If the kiosk is not functioning, you can pay the Duty Officer and he/she will give you a receipt.
- Giving a payroll check, money order, or cashier's check to your caseworker.

Personal checks are not accepted.

### **On Person Funds**

You may have up to \$50 cash on person or in your property (small bills and coins/quarters for laundry and vending are recommended). The possession of excess funds may result in disciplinary action. If you have income from work, you must turn those funds over to the WER program as noted above. Please refer questions to your caseworker or the duty officer.

If at any future date, you are booked into the King County jail and still owe WER fees, any gate money on your person will be forfeited to satisfy outstanding WER debt.

### **Inmate Trust Account**

Excess funds may be deposited into your trust account with the jail. Deposits may be made through the kiosk at the Officers' Station, the public kiosk in the jail, or through the telephone or internet via Access Corrections. You may also bring a payroll check, money order, or cashier's check to your caseworker.

If you owe WER program fees, all but enough funds to maintain a \$50 balance in our inmate trust account will be applied to your balance owing for fees. Payments will first be applied to current fees owing, then past amounts owing.

To request funds from your inmate trust account, complete a *Funds Request* form and turn it in to your caseworker for approval three (3) days in advance of the date you want the funds to be released. There is no guarantee of the release of funds. Each request will be reviewed on a case-by-case basis. Any balance of funds will be retained, applied to fees, and upon completion of program will be released to me.

# Expectations of Participants

## Rules of Behavior

See WER Participant Rules of Behavior (**Appendix A**) for a list of behavior violations, the definitions, and the related consequences/discipline system. **Read and comply with them.** You are expected to follow **ALL** WER rules, obey staff directions at all times and behave appropriately. The way you choose to act, talk, and behave determines the privileges and opportunities that you will have during your stay in WER.

Breaking WER rules, failing to obey staff directions, or acting inappropriately will cause you to lose privileges. Restrictions will be imposed for breaking the WER Participant Rules of Behavior. Disciplinary sanctions may include extra duty hours, loss of privileges, loss of the good-time credit, suspension of passes, or removal from WER to jail. Per the WER Conditions of Conduct Order, which all WER participants must sign, the following sanctions apply:

- One Major violation will result in your removal from WER, and only a judge can reinstate you.
- Serious violations will result in an administrative hearing with discipline of 3-7 days of jail time imposed for each violation. If you incur three Serious violations, you will be removed from WER, and only a judge can reinstate you.
- If you incur three General violations, you will be removed from WER, and only a judge can reinstate you.

The implications of behavior violations may extend beyond the discipline imposed or removal from WER. For example, if you lose your job while in jail due to a behavior violation, you may not be reinstated to WER because you will no longer be eligible due to lack of employment.

Notice of your behavior may be sent to the judge in your case and/or the Washington Department of Corrections. In addition to in-jail discipline, the prosecutor could decide to file new criminal charges for crimes committed while in WER, in addition to your existing charges.

You are expected to follow all WER rules including when you are being transported to/from jail, another location, or when you are temporarily released to other law enforcement agencies but remain in DAJD custody. Violating jail rules under these circumstances may result in an inmate infraction and applicable sanctions.

You are prohibited from conducting personal business for money or services while incarcerated in any DAJD jail facility, including WER. Absolutely no financial transactions are allowed between participants, whether using money or goods (such as food) as payment.

Please direct any questions to your caseworker or WER officers.

## Zero Tolerance Policy

The Department has a Zero Tolerance Policy for the following behaviors:

- Possession of any item which is capable of being used as a weapon to cause injury
- Assault of staff

- Physical or verbal threats
- Inappropriate behavior of a sexual nature
- Harassment
- Taking hostages
- Property destruction
- Bartering for money, goods or service
- Tampering with vending or laundry machines

A violation of the above Zero Tolerance Policy may result in disciplinary action, including immediate removal, and the possible filing of criminal charges.

### **No Hostages**

King County detention facilities are No Hostage facilities. This means you will not be allowed to escape or be given any special treatment or favors, even if you take hostages.

### **Good Time**

Participants displaying good behavior may receive good time credits (early release credits), which will reduce the number of days you will serve on your WER sentence. Behavior violations may result in loss of good time. Good time credits are only available to sentenced offenders and are given by the Jail Classification staff.

### **Emergencies**

In the event of a facility emergency or a safety concern, please contact the duty officers. For any emergency that occurs while you are outside of the facility, contact your caseworker and/or the duty officer immediately.

# Leaving the Facility

## Passes

A pass is a request for temporary leave from the WER program to a specific community location, and your return to the facility within the caseworker approval guidelines.

Passes are approved for official leave such as employment, court, treatment, medical appointments, and possible other appointments. Returning late may result in disciplinary action, including passes being suspended or removal from WER.

The program is unable to authorize passes for wedding, funerals, hospital visits, births, and deaths; the above requests require court approval. If you need to confer with your attorney or state DOC Community Correction Officer, you must first have an appointment, then submit a pass request to your caseworker.

## Client Schedules

Ongoing passes may be approved in accordance with your work or treatment schedule, which may be set or flexible. Your employer or treatment provider will confer with your assigned caseworker to set up your schedule. All overtime for a set schedule must have prior caseworker approval.

## How to Submit a One-Time Pass Request or Change Your Schedule

Pass requests or changes to your schedule must be submitted to your caseworker for approval. Request forms are located by the Officers' Station. You must submit the request form at least forty-eight (48) hours in advance of the appointment. Emergency pass requests should be turned in immediately and you need to sign up to see your caseworker informing them you have a personal emergent matter. Emergency situations include doctor's appointment and court appointments. They do not include family illnesses, births, or funerals; a judge must approve such events as a temporary release.

## Verification Slips

**A verification slip is required for all WER passes.** You fill out your name, date, and the location you were at. You are not allowed to fill in times, name of site staff signing the form, or signature of site staff. You must have a location site staff print their name, sign your form and fill in the time you arrived and left the location.

Failure to return with a verification slip, an incomplete slip, or a forged slip, can result in disciplinary action including pass suspension, good time revoked, or removal from WER.

## Working Overtime

Overtime is working beyond your schedule. All overtime must have advanced approval from your caseworker. Your supervisor must call, and speak with your caseworker to get prior permission for overtime. Do not leave a phone message and assume without talking with the caseworker that the overtime has been approved.

### **Late Return From Passes**

You must obtain pre-approval to extend a WER pass and you must be on time when you report back to the WER facility. If you are more than 15 minutes late, but not more than 60 minutes late, returning from a pass, you will receive a warning and may receive a disciplinary sanction.

Three written warnings in a 30-day period for being less than sixty (60) minutes late, unexcused or not pre-approved, will result in your removal from WER and placement in secure detention.

Arriving more than sixty (60) minutes late from a pass, without a valid excuse, is a violation of your Conditions of Conduct Order and you will be removed from the WER program and placed in secure detention.

If you do not return from a pass within two hours, we will begin escape procedures (see below).

Sanctions for late arrivals for participants enrolled in WER under a Graduated Sanctions Order will be handled in accordance with the Graduated Sanctions grid.

### **Escape**

Escaping from Work Education Release is considered a crime and is taken seriously. Escape includes forcibly leaving, bolting, or walking away from the WER facility without authorization, failing to return from an authorized pass, or attempting to leave during transport to/from the jail or another partial confinement facility. In addition, if you are two (2) or more hours late from returning from an authorized pass, without authorization to extend the pass, you will be on escape status.

We begin to process an escape by sending notice to the jail and DAJD management. The court and prosecutor in your case will be notified within 24 hours, and the jail may request a warrant for your arrest. You may also be prosecuted to the full extent of the law.

### **Visiting**

Social passes are for sentenced participants to visit significant others in the community. In order to visit with family, you must have prior caseworker approval. Please ask your assigned caseworker for more details on eligibility criteria.

# Participant Property

## Security/Locks

All participants must bring a lock with spare key when being booked into WER so that property can be secured. You must provide a spare key to the duty officers. Combination locks are not allowed.

You assume responsibility for all personal property which you bring into the WER facility. The Department of Adult & Juvenile Detention (DAJD) is not responsible for your personal property or any losses incurred. Do not bring valuables. By enrolling in WER, you agree to hold DAJD harmless for any and all losses.

## Property Drop Offs

If you need property dropped off by a family member or friend, you must first obtain approval from a caseworker. Pre-approved property items may be delivered to the WER facility, seven days a week, between the hours of 9:00 am and 9:00 pm. All property items for delivery must have advance written approval from your caseworker. All property dropped off must be on the list of items allowed in WER.

## Property Items Allowed

Items which can be brought into the Work Education Release facility (male participants only) include:

1. Clothing: Due to the lack of storage space, the supply of personal clothing is limited to that which is necessary. Staff will periodically check clothing amounts to ensure compliance with these rules.
  - Shoes: limited to 2 pairs
  - Sleepware/Pajamas
  - Shoe shine equipment: 1 brush, 1 shoe polish (no glass containers).
  - Pants: limited to 4 pairs
  - Shirts (including t-shirts): limited to 6 pairs
  - Shower slippers or thongs: limited to 1 pair.
  - Luggage: limited to actual need to for transport only
  - Coat hangers: 4 plastic hangers (limited to actual need to be taken out when released)
2. Toiletries:
  - Nail clipper: no bigger than 2 inches and no file or blade
  - Razor: 1 standard safety razor (no straight razors or continuous band razor) or electric battery-operated razors
  - 1 ONLY of the following: shaving cream, after shave, talcum, hair oil, soap, shampoo, deodorant, tooth paste, tooth brush, hair brush, and comb (no items in glass containers are allowed, no aerosol containers, and no aerosol fragrances)
  - Small mirror: must be discarded if broken and cannot be hung on walls
  - Hair dryers are not allowed
3. Jewelry:
  - Wristwatch
  - Wedding band
4. Alarm clock: 1 wind up or battery operated only, no electric clocks.
5. Flashlight: 1 small.

6. Writing materials: 2 pens, 2 pencils, paper, stamps, 10 envelopes, and 2 note pads. No metal binders or explicit binders.
7. Reading materials: 5 paperback books (no hardback) plus 2 magazines or 2 newspapers. NO pornographic or explicit magazines or books including but not limited to Playboy, Hustler, and Playgirl.
8. Textbooks and school supplies: as needed.
9. Small backpacks and duffle bags: with approval of caseworker based on need
10. Sunglasses: 1 pair
11. Hats: 1 hat
12. Laundry soap: Must be in powder form and unopened (no liquid soap)
13. Pictures:
  - No more than five personal photographs, no larger than 5" x 7".
  - Do not hang pictures on your cell walls.
  - No pornographic pictures or explicit pictures are allowed in the facility.

### **Property Items NOT ALLOWED**

1. Weapons of any kind, or items which can be construed to be weapons (e.g., pen knives)
2. Drugs, other than prescription medications (see "Medications" section)
3. Tobacco, tobacco products, smoking paraphernalia, smokeless tobacco, lighters, e-cigarettes, vapors, and matches.
4. Electronic Devices, including but not limited to: cellular phones, iPods, iPads, tablets, laptop computers, Kindles, radios, cameras, beepers/pagers, MP3 players, music devices (walkmans, record players, etc.), headsets, electronic video games, any device capable of recording audio or video, or any internet-enabled device.
5. Any articles of value (e.g., leather coats, artwork, etc.)
6. Excess jewelry other than that allowed. Residents are not permitted to wear earrings/necklaces/bracelets or any items that are pierced into parts of their body while in WER.
7. Food and edible items, including but not limited to: snacks, candy, fruit, gum, cookies, crackers, chips, etc.
8. Electronic appliances
9. Rugs
10. Incense, candles, or other fragrance devices
11. Tools
12. Hardback books, unless approved by caseworker
13. Sexually explicit material (i.e., books, magazines, newspapers, etc.)
14. Luggage, duffel bags, plastic storage trays or containers, boxes, show boxes, jewelry boxes, etc.
15. Personal bedding, blankets, pillows, and pillow cases

### **Property Retrieval Upon Release**

You will have **sixty (60) days** from the time you are released or removed from WER (transferred back to secure detention) to retrieve your personal property items from WER. Personal property items left for more than sixty (60) days will be discarded or donated to charity. If you authorize someone to pick up your property for you, you must note the person's name on the Property Release Form and sign it. When the designee picks up your property, he/she must have a valid ID which matches the name you noted on the form.



# Medications

At orientation, you are required to disclose all prescription and over-the-counter (OTC) medications. You must complete the Participant Medications Notice and return it to your caseworker. Thereafter, any changes to your medications must be noted on a Medications Update Form and returned to the duty officer or your caseworker.

When you have medication(s):

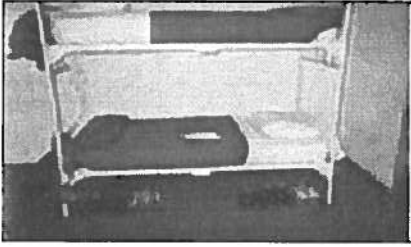
- The duty officer will assign you a medication locker number and a lock combination.
- You must store all prescription and over-the-counter (OTC) medications in your designated locker. Failure to do so may result in disciplinary action.
- You are responsible for taking personal medications in accordance with the direction provided by your medical provider and listed on the label.
- You shall not share prescription or over-the-counter medications with any other person.
- New prescriptions and refills are allowed into the facility and must be placed your assigned locker immediately.
- You shall immediately notify the duty officer or assigned caseworker of any changes or additions to medications, and complete the Medications Update Form.

Family members or friends are authorized to drop off medications for you, so long as:

1. The prescription is currently in already on file with WER, or
2. There is a new prescription that is properly labeled with your name, number of pills, and dosage information.

# Facility Rules

## Your Bed and the Standard Issue Linens



**Bunk Made Correctly**

Each participant receives the standard issue of one blanket, two sheets, one towel, and a drinking cup. The washing and laundering of the above items is your individual responsibility, as WER does not have a linen exchange. Upon release or transfer from the facility, you must return the standard issue items (except the cup), to the linen basket.

## Facility Cleanliness and Inspections

You are expected to keep your living area, dorm common areas, and facility common areas clean at all times. In addition to the daily inspection, there is a weekly major facility inspection. During the facility inspection, the following items will be inspected for cleanliness and tidiness:

- Bunk. Must be made properly. No personal covers (comforter, bed sacks, sleeping bags, or blankets) may be on the bed. Place personal covers in a neat stack at the foot of the bunk.
- Toilets
- Vents
- Table ledges
- Showers, mats, and drains
- Cell bars must be clean front and back, including back catwalks
- Laundry cell bars, floors, sinks, tops and side of the washer and dryers

## Smoking

King County ordinance prohibits smoking in King County buildings. Work Education Release participants shall not smoke in the WER Facility or anywhere in the King County Courthouse. No forms of tobacco or other substances may be brought into the WER Facility. Possession of tobacco is a program violation that will be handled in accordance with the WER Participant Rules of Behavior (see Appendix A). This includes vapor devices.

## Head Count

A physical headcount is a process to account for all program participants. Headcounts are taken on all shifts, every day. During the headcount process, there is a limit on all movement; you are to remain in your dorm, and in your cell.

## Rackout/Rackback Times

Rack is a term in the corrections industry for participant access and movement into common areas, such as laundry, kitchen, kiosk, vending, and program rooms. During **rackout**, you may move to the facility common areas. Visiting in another dorm, or being found in a dorm other than your assignment, is a rule violation.

During **rackback** times, there is no movement beyond your assigned dorm.

## **Meals**

Daily meal service is at the following times:

Breakfast: 0500 hours (5:00 am)  
Lunch: 1100 hours (11:00 am)  
Dinner: 1800 hours (6:00 pm)

If on an authorized pass for a full day, you must take a sack lunch with you.

During food service, all dorms are on a rackback status, and you are to remain in your dorm until the call comes to move to the food line. During meal service, do not sign up on your caseworker's list, turn in a pass request, or talk to the officers, unless it is an emergency. Keep the noise level down, while standing in line.

All vending machines, microwave ovens, and facility recreation areas are off limits during food service. The exception is the coffee vending machine which is available during breakfast.

You may take no more than two cartons of milk during meals. Extra food items from the serving line are not permissible, so do not ask. Do not take excess food items into your cell or dorm area.

If you require a special diet, notify your caseworker and ask the duty officer for a dietary request form. Vegetarian Diet Request forms and Religious Diet Request forms are available at the Officers' Station.

## **Vending Machines**

Vending machines are located by the Officers' Station and are available during rackout periods. Change for the vending machines can be made at the change machine located near the vending machines. Do not tamper with the vending machines. DAJD is not responsible for any loss.

## **Personal Hygiene**

In the interest of personal health and hygiene, public health, and facility rules, you should shower daily or, at a minimum, once every seventy-two (72) hours. Failing to maintain good personal hygiene may result in disciplinary action. Indigent participants may ask for certain hygiene items from a duty officer.

## **Laundry, Laundry Exchange and Clean Linens**

Commercial washers and dryers are located outside of Dorm B. While using the laundry facility, you must not enter the dayroom or cells of Dorm B. The cost for laundry is \$1.00 per use of the washer or dryer. You may not start a new load of laundry past 8:00 pm, because the laundry room needs to be completely vacated by 10:00 pm every night for headcount.

You are to clean the laundry area after each use. The full scale cleaning of the laundry room has a weekly rotation schedule among the dorms. The laundry room closes at 10:00 pm daily for cleaning.

You are to launder your linen and bedding as needed. Other than the initial issue of linens after booking, there is no other linen exchange.

# Telephones

Securus Technologies™ is the jail's phone carrier. Their customer service and help line is 1-800-844-6591 and is available 24 hours a day, 7 days a week. Your friends or family may contact them through their website at [www.securustech.net](http://www.securustech.net).

## Three Ways To Use The Inmate Telephones

1. **INMATE DEBIT CALLING ACCOUNT** - The first time you use the inmate phones, the system will prompt you to select a new four-digit PIN number. You created a \$0 balance inmate debit phone account and entered a temporary PIN number when you were booked into WER at the jail. With an inmate debit account you may make local, long distance or international calls to landlines and cell phones to anyone on your approved calling list. You may purchase phone time through commissary by using your inmate BA number and requesting a transfer to your inmate debit calling account. Family or friends may also add money directly to your inmate debit phone account without having to set up a prepaid phone account. To do this they should call 1-800-844-6591 or visit [www.securustech.net](http://www.securustech.net).

**You are responsible for the management and security of your debit account and PIN number. Do not share your debit account or PIN number with another inmate.** You should also manage your phone time based on the number of minutes you have on your account. In most circumstances, the length of your call will be limited to 15 minutes at a time, and may be shorter depending on the amount of your debit account balance. Your call may also be shortened for improper activity when placing your call or during your conversation.

2. **OUTGOING COLLECT CALLS** - You may make collect calls. Your called party will be responsible for the payment of these calls by accepting the collect call from you. After accepting the call, the charges will be billed to their local phone bill. See directions posted in your housing unit. Be advised that collect calls are the most expensive method to communicate.

3. **ADVANCECONNECT™ ACCOUNT** - You may have family or friends place funds for your use on their home phone by having them dial 1-800-844-6591 or visit [www.securustech.net](http://www.securustech.net) to open a prepaid AdvanceConnect account. Your family or friends may then have your attorney, bondsman, or social workers phone numbers added to their account so you can call these parties. They may also add money to your inmate debit calling account.

## Telephone Dialing Instructions

Pick up the phone

- For **English** press 1
- For **Spanish** press 2
- For **Debit Rate** information, Press 8 after language selection.
- To make a **Collect** call press 0
- To make a **Debit** call press 1

If 0 is pressed for collect

- Enter your **9 digit ID + 4 digit PIN**
- Enter the area code + phone number

If 1 is pressed for debit

- Enter your **9 digit ID + 4 digit PIN**

For **Domestic and Local** Calls, dial **Area Code + Number**.

For **International** Calls, dial **011 + County Code + Number**.

### Telephone Restrictions

- You cannot receive incoming calls.
- Staff cannot take or deliver phone messages for you.
- You may only use the phone during the hours that you are out of your cell.
- You may not use the phones during meal times.
- All phone calls are limited to 15 minutes to allow everyone an opportunity to use the phones.
- **Three-way calls are prohibited.** You will be infraacted and subject to disciplinary action, including the possibility of losing your phone privileges if you make or attempt to make three-way calls.

### Transferring funds from your commissary account to your debit account

You must have the PIN number that you have already established.

1. Pick up the handset and press 1 for English or 2 for Spanish.
2. Press 0 for a collect call.
3. Enter your 9 digit BA number and your 4 digit PIN number.
4. When asked to enter the number you wish to dial, enter 5 and then press the # key.
5. When prompted, enter your BA number followed by the # key.
6. When prompted, enter your PIN number followed by the # key.
7. Enter the dollar amount you wish to transfer.
8. The computer will tell you if your fund transfer was successful.

### Complaints/ Securus Customer Service

Use a white KITE<sup>1</sup> to report the following issues.

- To change your PIN #.
- To get assistance with collect international calls.
- To get assistance with a phone issue
- To file a complaint with the Securus™ phone system.

Complete the white KITE as follows:

1. Write "Securus" at the top
2. Include your name and BA#.
3. Note the phone location (i.e.; WER / dorm #)
4. State your request or problem. Be sure to include the phone number, the date, and the time you were trying to call when you experienced the problem.

Your kite will be forwarded directly to the Securus phone representative to help you with your stated issue. The Securus™ representative will respond to you directly.

If your complaint is regarding the maintenance or hardware of the telephone, report the problem to the duty officer. Maintenance & Supply will be notified to make repairs.

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<sup>1</sup> A *Service Request KITE* is the form referred to as a KITE. It is used when you want to communicate with duty officers, ask for special assistance, report special needs, or give compliments. The kite should NOT be used to report an immediate personal safety issue or an important matter that is considered a "life or death" emergency. If you have a health or other emergency, tell the duty officer or the nearest staff person immediately.

If family or friends have trouble with blocked numbers or receiving your collect calls, have billing issues, or have questions regarding any of the calling processes, they should contact the Securus™ customer service and help line at **1-800-844-6591**. Live operators are there to assist 24/7, 365 days per year.

Many countries do not allow collect calls made from jails; you may write letters instead.

### **No Charge Phone Numbers / Recording of Calls**

A list of specific agencies and phone numbers, such as your public defender that you may call directly at no charge, is posted in your housing unit. **All calls are recorded except for calls to your attorney.** If you are not sure whether your attorney's office or cell phone number is registered on the "do not record" list, tell your attorney to follow the instructions located on the DAJD website. All public defenders are already on the "do not record" list. If your attorney who is not sure whether their number has been blocked from recording they should use the contact information on the DAJD website to clarify. Attorneys from the Department of Public Defense (DPD) agencies can set up voice mail boxes and leave messages for their incarcerated clients. **ONLY** public defenders will be able to leave messages for their clients in this manner. If you are a client of a public defender and would like a voice mail box to receive messages from your attorney, talk with your attorney to see if you qualify for this program.

### **TTY**

If you require the use of a TTY assistive listening device, notify the duty officer. Some phones are equipped with a TTY. If your location does not have this assistive listening device, the duty officer will obtain a portable unit for you to use.

## Appendix A

### KING COUNTY DAJD COMMUNITY CORRECTIONS DIVISION WORK EDUCATION RELEASE PARTICIPANT RULES OF BEHAVIOR

**Attempting** to violate a rule or aiding another to violate a rule will be considered the same as violating a rule. If you are found guilty, sanctions will be determined at the conclusion of the disciplinary hearing. The court will be notified by a Notice of Violation (NOV) or a Notice of Information (NOI) within 24 hours of an incident.

These rules are posted in all housing locations.

| <b>MAJOR INFRACTIONS</b>  |   |  |                          |                 |                    |
|---|---|--|--------------------------|-----------------|--------------------|
| Reporting staff will write an <b>Infraction Report</b> on all Major Infractions and a hearing will be held by Classification. Only the court can reinstate participant to WER. Penalties are removal from WER with possible disciplinary segregation in the jail, and possible loss of good time. |   |  |                          |                 |                    |
| Rule #  | Infraction Name                                     | Rule Descriptions may include but are not limited to the following:  | Location / Hearing Staff | Notice to Court | Sanction (Removal) |
| 100   | <b>Homicide</b>                                     | Causing the death of another person.   | Jail / Classification    | NOV             | Removal from WER   |
| 101   | <b>Assault</b>                                      | Engaging in a physical attack with a weapon or an item used as a weapon, or causing severe injury. Having intentional unwanted physical contact with another person including shoving, pushing, poking, biting, kicking or jabbing; by propelling or throwing any object or substance at another person, including bodily fluids or solids; and by spitting. (Also see #102-Custodial Assault) | Jail / Classification    | NOV             | Removal from WER   |
| 102   | <b>Custodial Assault</b>                            | Assault of any staff member, officer, volunteer, medical or educational personnel or service provider by having intentional, unwanted physical contact with such person, including shoving, pushing, poking, biting, kicking or jabbing; by propelling or throwing any object or substance at such person, including bodily fluids or solids and spitting. (Also see #200-Assault)             | Jail / Classification    | NOV             | Removal from WER   |
| 103   | <b>Sexual Assault</b>                               | Engaging in a physical sexual attack regardless of whether physical injury is caused.  | Jail / Classification    | NOV             | Removal from WER   |
| 104   | <b>Arson</b>  | Purposely creating, building or setting a fire.  | Jail / Classification    | NOV             | Removal from WER   |
| 105   | <b>Escape from Secure Detention or Work Release</b> | Fleeing custody from escort or any secure unit of a jail facility or other contract facility, leaving Work Release without authorization or failing to return to Work Release.   | Jail / Classification    | NOV             | Removal from WER   |
| 106   | <b>Possession of a Weapon or</b>                    | Possession of a firearm, knife, explosive, ammunition or any tool capable of inflicting  | Jail / Classification    | NOV             | Removal from WER   |

|  |   |   |                                 |  |  |
|--|---|---|---------------------------------|--|--|
|  | <b>Escape Tool</b>                                    | bodily harm. Possession of any device which could be used for an escape attempt.  |                                 |  |  |
| 107  | <b>Taking Hostages</b>                                | Detaining any person against his/her will or kidnapping.  | Jail / Classification           | NOV  | Removal from WER                         |
| 108  | <b>Rioting</b>  | Participating in any gathering of two or more persons who engage in rebellious behavior and are attempting to control any area of the jail facility.  | Jail / Classification           | NOV  | Removal from WER                         |
| 201  | <b>Fighting</b>                                       | Engaging in mutual combat or other violent physical contact with another inmate including fist fighting, wrestling, shoving, kicking, slapping, scratching and biting— escalation of behavior.                  | Jail / Classification           | NOV  | Removal from WER                         |
| 202  | <b>Physical Resistance</b>                            | Physically resisting staff when directed to comply with instructions (searches, cuffing, transport, etc.).  | Jail / Classification           | NOV  | Removal from WER                         |
| 203  | <b>Refusing Orders or Causing Supervisor Response</b> | Includes one or all of the following: refusing a staff member's order during an emergency; causing a code to be called; causing a situation that requires a supervisor's physical response to the WER facility. | Jail / Classification           | NOV  | Removal from WER                         |
| 207  | <b>Threats</b>  | Making direct threats, verbal or written, explicit or implied.  | Jail / Classification           | NOV  | Removal from WER                         |
| 208  | <b>Sexual Misconduct</b>                              | Engaging in sexual acts with others, or deliberately exposing genitalia.  | Jail / Classification           | NOV  | Removal from WER                         |
| 212  | <b>Rioting/Group Demonstration</b>                    | Actively participating in a disturbance involving other inmates and/or causing a hazardous or serious incident which disrupts order.  | Jail / Classification           | NOV  | Removal from WER                         |
| 213  | <b>Extortion</b>                                      | Strong-arming/ demanding or receiving anything from another person in return for protection from bodily harm or under a threat of informing.  | Jail / Classification           | NOV  | Removal from WER                         |
| 219  | <b>Harassment, Inappropriate Language /Conduct</b>    | Sexually explicit, suggestive statements or conduct related to disability, age, race, gender, religion or sexual orientation.   | Jail / Classification           | NOV  | Removal from WER                         |
| <b>SERIOUS INFRACTIONS</b>   |   |   |                                 |  |  |
| Reporting staff will write an <b>Infraction Report</b> on all Serious Infractions and a hearing will be held by WER staff. After being found guilty of a third Serious Infraction, the participant will be removed from WER by the WER Supervisor and only the court can reinstate. Penalties if found guilty are 3-7 days in jail for the 1 <sup>st</sup> offense, up to 10 days in jail for the 2 <sup>nd</sup> offense, and removal from WER into jail for the 3 <sup>rd</sup> offense. Other penalties include possible loss of good time and/or loss of privileges. |   |   |                                 |  |  |
| <b>Rule #</b>  | <b>Infraction Name</b>                                | <b>Rule Descriptions may include but are not limited to the following:</b>  | <b>Location / Hearing Staff</b> | <b>Notice to Court</b>                       | <b>Sanction (Jail time)</b>              |
| 205  | <b>Verbal and Non Verbal</b>                          | Abusive or demeaning comments or gestures directed at staff.  | WER / WER                       | 1 <sup>st</sup> =NOI<br>2 <sup>nd</sup> =NOI | <u>1<sup>st</sup> Serious</u> = 5-7 days |



|     |  |  |                            |  |   |
|-----|--|--|----------------------------|--|---|
|     | <b>Staff Abuse</b>   |  | Supervisor                 | 3 <sup>rd</sup> =NOV   | <u>2<sup>nd</sup> Serious</u> =<br>up to 10 days<br><u>3<sup>rd</sup> Serious</u> =<br>Removal from<br>WER  |
| 209 | <b>Tampering, Safety and Security</b>                                | Interfering with, blocking or locking a door, tampering with fire suppression equipment, fire or smoke alarms, sprinkler heads, electrical jacks, lighting systems or any security or safety device but without causing a need for repair services. (See #214 or #308 if repair services are required.) NOTE: Depending on the severity and safety risks caused by the tampering, the WER Supervisor may remove the participant based on elevated circumstances. | WER /<br>WER<br>Supervisor | 1 <sup>st</sup> =NOI<br>2 <sup>nd</sup> =NOI<br>3 <sup>rd</sup> =NOV | <u>1<sup>st</sup> Serious</u> =<br>5-7 days<br><u>2<sup>nd</sup> Serious</u> =<br>up to 10 days<br><u>3<sup>rd</sup> Serious</u> =<br>Removal from<br>WER |
| 214 | <b>Property Damage more than \$100</b>                               | Being in possession of, destroying, defacing or damaging King County or private property when replacement or repair costs more than \$100 or performing any of the above acts to or with fire or smoke alarms or sprinkler heads, regardless of value or amount of damage. Inmate will be ordered to make restitution payments.  | WER /<br>WER<br>Supervisor | 1 <sup>st</sup> =NOI<br>2 <sup>nd</sup> =NOI<br>3 <sup>rd</sup> =NOV | <u>1<sup>st</sup> Serious</u> =<br>5-7 days<br><u>2<sup>nd</sup> Serious</u> =<br>up to 10 days<br><u>3<sup>rd</sup> Serious</u> =<br>Removal from<br>WER |
| 217 | <b>Self-mutilation, Tattooing or Piercing</b>                        | Inflicting or attempting to inflict physical harm or injury to oneself; tattooing or piercing oneself or another.  | WER /<br>WER<br>Supervisor | 1 <sup>st</sup> =NOI<br>2 <sup>nd</sup> =NOI<br>3 <sup>rd</sup> =NOV | <u>1<sup>st</sup> Serious</u> =<br>3-5 days<br><u>2<sup>nd</sup> Serious</u> =<br>up to 10 days<br><u>3<sup>rd</sup> Serious</u> =<br>Removal from<br>WER |
| 218 | <b>Theft</b>   | Intentionally taking anything of value from another person, or taking without permission by any means anything belonging to King County  | WER /<br>WER<br>Supervisor | 1 <sup>st</sup> =NOI<br>2 <sup>nd</sup> =NOI<br>3 <sup>rd</sup> =NOV | <u>1<sup>st</sup> Serious</u> =<br>3-7 days<br><u>2<sup>nd</sup> Serious</u> =<br>up to 10 days<br><u>3<sup>rd</sup> Serious</u> =<br>Removal from<br>WER |
| 220 | <b>Mail or Phone Harassment</b>                                      | Sending threatening, intimidating, obscene or harassing letters; making threatening, intimidating, obscene or harassing phone calls; performing other unlawful acts using the mail or telephone.   | WER /<br>WER<br>Supervisor | 1 <sup>st</sup> =NOI<br>2 <sup>nd</sup> =NOI<br>3 <sup>rd</sup> =NOV | <u>1<sup>st</sup> Serious</u> =<br>3-5 days<br><u>2<sup>nd</sup> Serious</u> =<br>up to 10 days<br><u>3<sup>rd</sup> Serious</u> =<br>Removal from<br>WER |
| 222 | <b>Possessing/Making Pornographic or Sexually Explicit Materials</b> | Possession of or making pornographic or sexually explicit materials, including drawings, cartoons, photographs, magazines, books, videos or any other item which contain sexually-inappropriate material including nudity, genitalia or exposed female breasts.  | WER /<br>WER<br>Supervisor | 1 <sup>st</sup> =NOI<br>2 <sup>nd</sup> =NOI<br>3 <sup>rd</sup> =NOV | <u>1<sup>st</sup> Serious</u> =<br>3-5 days<br><u>2<sup>nd</sup> Serious</u> =<br>up to 10 days<br><u>3<sup>rd</sup> Serious</u> =<br>Removal from<br>WER |

## GENERAL INFRACTIONS

Reporting Staff will write an **Infraction Report** on all General Infractions and a hearing will be held by the WER Supervisor. Penalties if found guilty include loss of privileges, extra duty, and/or lock-down in WER (suspension of passes). May receive 2-5 days in jail for multiple General Infractions. Six General Infractions = Removal from WER into jail and only the court can reinstate.

| <b>Rule #</b> | <b>Infraction Name</b>                                      | <b>Rule Descriptions may include but are not limited to the following:</b>  | <b>Location / Hearing Officer</b> | <b>Notice to Court</b> | <b>Sanction</b>                                       |
|---------------|---|---|-----------------------------------|------------------------|---|
| 300           | <b>Inappropriate Physical Contact or Combative Behavior</b> | Engaging in pushing, shoving, sparring, horseplay, presenting a combative posture or other non-injurious but inappropriate physical contact.  | WER / WER Supervisor              | NOI                    | Extra duty, lock-down in WER, and/or 2-5 days in jail |
| 301           | <b>Inmate to Inmate Verbal Abuse</b>                        | Making abusive, challenging, obscene, ridiculing or degrading statements to other inmates.  | WER / WER Supervisor              | NOI                    | Extra duty, lock-down in WER, and/or 2-5 days in jail |
| 302           | <b>Refusing Order(s)</b>                                    | Refusing to obey directives, or posted directives in a timely manner;   | WER / WER Supervisor              | NOI                    | Extra duty, lock-down in WER, and/or 2-5 days in jail |
| 303           | <b>Interference with Count</b>                              | Failure to stand for or interfering with count.   | WER / WER Supervisor              | NOI                    | Extra duty, lock-down in WER, and/or 2-5 days in jail |
| 304           | <b>Possession of Contraband</b>                             | Possession of or keeping any items not approved by staff or items strictly prohibited by jail or WER-EHD policy, including but not limited to: tobacco, excessive or unauthorized amounts of clothing or other jail-issued items, linens, mattresses, food, drink and books, money over \$50.00, lighters, matches, or other unauthorized items. Includes possession of property belonging to another person or agency. | WER / WER Supervisor              | NOI                    | Extra duty, lock-down in WER, and/or 2-5 days in jail |
| 305           | <b>Tampering with Equipment</b>                             | Tampering with any structural jail equipment such as but not limited to electrical outlets, plumbing, lighting fixtures, ventilation system, machinery or staff station property, etc.  | WER / WER Supervisor              | NOI                    | Extra duty, lock-down in WER, and/or 2-5 days in jail |
| 306           | <b>Lying to Staff</b>                                       | Making a false statement or withholding pertinent information.  | WER / WER Supervisor              | NOI                    | Extra duty, lock-down in WER, and/or 2-5 days in jail |
| 307           | <b>Unauthorized Area</b>                                    | Being in an unauthorized area within Work Release other than what you are assigned, including a dorm, cell or bed you are not assigned to or the bathroom, dayroom, shower, etc. when unit is racked back.  | WER / WER Supervisor              | NOI                    | Extra duty, lock-down in WER, and/or 2-5 days in jail |

|     |   |  |                            |     |   |
|-----|---|--|----------------------------|-----|---|
| 308 | <b>Property Damage Less than \$100</b>                  | Possessing without authorization or destroying, defacing, breaking, unauthorized marking, or mutilating private or King County property resulting in damages less than \$100 or being in possession of such property.  | WER /<br>WER<br>Supervisor | NOI | Extra duty, lock-down in WER, and/or 2-5 days in jail |
| 309 | <b>Nuisance Activity</b>                                | Making loud noises, shouting, yelling, kicking, banging or engaging in any other persistent activity after being ordered to stop, which disrupts order or interferes with staff in the performance of their duties.  | WER /<br>WER<br>Supervisor | NOI | Extra duty, lock-down in WER, and/or 2-5 days in jail |
| 310 | <b>Violating Program Rules</b>                          | Violating visiting, housing, commissary, inmate worker, recreation or other program rules.   | WER /<br>WER<br>Supervisor | NOI | Extra duty, lock-down in WER, and/or 2-5 days in jail |
| 311 | <b>Changing Bed Location</b>                            | Changing bunks, beds, cells, dorms or tank locations without permission.   | WER /<br>WER<br>Supervisor | NOI | Extra duty, lock-down in WER, and/or 2-5 days in jail |
| 312 | <b>Failure to Follow Meal Instructions</b>              | Failure to rack forward, be ready at mealtime, put out tray, return food containers and utensils or follow meal instructions.  | WER /<br>WER<br>Supervisor | NOI | Extra duty, lock-down in WER, and/or 2-5 days in jail |
| 313 | <b>Gambling</b>   | Betting or wagering for anything of value, including food or beverages.  | WER /<br>WER<br>Supervisor | NOI | Extra duty, lock-down in WER, and/or 2-5 days in jail |
| 314 | <b>Not Fully Clothed or Improper Attire</b>             | Being improperly attired inside or outside a tank or dorm, e.g. shirtless, pants-less, use of unauthorized head coverings, headbands, arm socks, pajamas, and wearing pants below waist level. Failure to be fully dressed in public areas with shirt, pants (no pajamas, robes, etc.) and shoes or wearing non-prescription sunglasses or head coverings. | WER /<br>WER<br>Supervisor | NOI | Extra duty, lock-down in WER, and/or 2-5 days in jail |
| 316 | <b>Smoking</b>  | Smoking any product in the Work Release facility including electronic cigarettes.  | WER /<br>WER<br>Supervisor | NOI | Extra duty, lock-down in WER, and/or 2-5 days in jail |
| 317 | <b>Failure to Follow Safety / Sanitation Guidelines</b> | Willfully allowing unsafe or unsanitary conditions to continue or actively causing or adding to such conditions; failure to maintain personal cleanliness; or failure to maintain cleanliness of assigned living area.   | WER /<br>WER<br>Supervisor | NOI | Extra duty, lock-down in WER, and/or 2-5 days in jail |
| 318 | <b>Bribery</b>  | Giving or offering any person money or a bribe of any kind.  | WER /<br>WER<br>Supervisor | NOI | Extra duty, lock-down in WER, and/or 2-5 days in jail |
| 319 | <b>Hanging Pictures</b>                                 | Unauthorized posting or hanging of pictures.   | WER /<br>WER<br>Supervisor | NOI | Extra duty, lock-down in WER, and/or 2-5 days         |

|     |  |   |                      |     |  |
|-----|--|---|----------------------|-----|--|
|     |  |   |                      |     | in jail  |
| 320 | <b>Unauthorized Borrowing; Passing Items</b>                     | Buying, taking, borrowing, selling, trading, bartering, passing or using another inmate's belongings.   | WER / WER Supervisor | NOI | Extra duty, lockdown in WER, and/or 2-5 days in jail |
| 325 | <b>Unauthorized Financial Transaction</b>                        | Entering into a financial transaction or any financial obligation; soliciting personal business for money.  | WER / WER Supervisor | NOI | Extra duty, lockdown in WER, and/or 2-5 days in jail |
| 326 | <b>Attempt to Leave WER without Permission or Signing In/Out</b> | Attempting to leave the WER facility without permission prior to the scheduled release time or failure to sign in or out of the unit according to posted procedures.  | WER / WER Supervisor | NOI | Extra duty, lockdown in WER, and/or 2-5 days in jail |
| 327 | <b>Gang Activity</b>   | Participating or engaging in the activities of any unauthorized organization, gang or security threat group; possession of symbols or signs (not including previously-applied tattoos) of any unauthorized organization, gang or security threat group. | WER / WER Supervisor | NOI | Extra duty, lockdown in WER, and/or 2-5 days in jail |

#### DIRECT VIOLATIONS OF COURT ORDERS

The following are direct violations of the Conditions of Conduct. For these violations, the penalty is removal from WER and only the court can reinstate.

| Violation                            | Rule Descriptions may include but are not limited to the following:  | Location                          | Notice to Court | Sanction (Removal) |
|--------------------------------------|--|-----------------------------------|-----------------|--------------------|
| <b>Contraband: Drugs, Alcohol</b>    | Introduction or possession of narcotics, drugs, drug paraphernalia, intoxicating beverages and/or alcohol. Possession of or attempting to introduce a contraband device in order to alter a urine specimen or Breathalyzer test sample.<br><b>Violations of Conditions of Conduct Order.</b> | To jail until reinstated by court | NOV             | Removal from WER   |
| <b>Misuse of Medication</b>          | Possession or use of unauthorized medications, misuse of prescribed medication, and/or using medication in a manner other than as prescribed.  | To jail until reinstated by court | NOV             | Removal from WER   |
| <b>Law Violation</b>                 | Any arrests, bookings, or additional charges filed while in WER. <b>Violation of Conditions of Conduct Order.</b>  | To jail until reinstated by court | NOV             | Removal from WER   |
| <b>Victim Contact</b>                | <b>Violation of Court Order, as applicable</b>   | To jail until reinstated by court | NOV             | Removal from WER   |
| <b>Forging Signature or document</b> | <b>Violation of Conditions of Conduct Order</b>  | To jail until reinstated by court | NOV             | Removal from WER   |

King County retains the right to withdraw inmate funds for restitution purposes when an allegation of property damage is sustained through the Hearing process. Before DAJD takes any action to seek restitution, you will be given proper notice of the alleged property damage and will be entitled to participate in and defend yourself during a fair Hearing. You also will be entitled to appeal any ruling that you must repay funds. Payment will be withdrawn from your inmate account if found guilty and if your appeal is denied.

All Extra-Duty Assignments on the Officers' White Board must be supported by an Infraction Report. Reporting staff will check the box for on-site sanctions, and then forward the Infraction Report to the WER-EHD Supervisor for a hearing.

When a participant removed from WER to jail has a not guilty finding from a KCCF Hearing Officer, the CPS will notify the WER Supervisor and CCD Corrections Program Administrator so that arrangements can be made to return the participant to WER. For HBR placements, the WER-EHD Supervisor will check with DOC to determine if the agency will reaccept the participant.

Work Education Release does not conduct in-custody jail transfers over weekends or holidays.



**King County**  
**Department of Adult and Juvenile Detention**  
**Community Corrections Division**  
 500 – 5<sup>th</sup> Avenue  
 Seattle, WA 98104  
 Phone: (206) 296-1240 / Fax (206) 296-1797

## Work Education Release Participant Fee Schedule 2015-2016

| Hourly Wage |         | WER            | Hourly Wage |             | WER             |
|-------------|---------|----------------|-------------|-------------|-----------------|
| From        | To      | Daily Rate     | From        | To          | Daily Rate      |
| \$0.00      | \$4.99  | <b>\$8.10</b>  | \$15.00     | \$15.49     | <b>\$27.05</b>  |
| \$5.00      | \$5.49  | <b>\$9.00</b>  | \$15.50     | \$15.99     | <b>\$27.95</b>  |
| \$5.50      | \$5.99  | <b>\$9.90</b>  | \$16.00     | \$16.49     | <b>\$28.85</b>  |
| \$6.00      | \$6.49  | <b>\$10.80</b> | \$16.50     | \$16.99     | <b>\$29.75</b>  |
| \$6.50      | \$6.99  | <b>\$11.70</b> | \$17.00     | \$17.49     | <b>\$30.65</b>  |
| \$7.00      | \$7.49  | <b>\$12.60</b> | \$17.50     | \$17.99     | <b>\$31.55</b>  |
| \$7.50      | \$7.99  | <b>\$13.58</b> | \$18.00     | \$18.49     | <b>\$32.45</b>  |
| \$8.00      | \$8.49  | <b>\$14.40</b> | \$18.50     | \$18.99     | <b>\$33.35</b>  |
| \$8.50      | \$8.99  | <b>\$15.30</b> | \$19.00     | \$19.49     | <b>\$34.25</b>  |
| \$9.00      | \$9.49  | <b>\$16.20</b> | \$19.50     | \$19.99     | <b>\$35.15</b>  |
| \$9.50      | \$9.99  | <b>\$17.10</b> | \$20.00     | \$22.49     | <b>\$36.05</b>  |
| \$10.00     | \$10.49 | <b>\$18.00</b> | \$22.50     | \$24.49     | <b>\$40.55</b>  |
| \$10.50     | \$10.99 | <b>\$18.90</b> | \$25.00     | \$27.49     | <b>\$45.05</b>  |
| \$11.00     | \$11.49 | <b>\$19.80</b> | \$27.50     | \$29.99     | <b>\$49.55</b>  |
| \$11.50     | \$11.99 | <b>\$20.70</b> | \$30.00     | \$32.49     | <b>\$54.05</b>  |
| \$12.00     | \$12.49 | <b>\$21.60</b> | \$32.50     | \$34.99     | <b>\$58.55</b>  |
| \$12.50     | \$12.99 | <b>\$22.55</b> | \$35.00     | \$37.49     | <b>\$63.05</b>  |
| \$13.00     | \$13.49 | <b>\$23.45</b> | \$37.50     | and up 2015 | <b>\$102.41</b> |
| \$13.50     | \$13.99 | <b>\$24.35</b> | \$37.50     | and up 2016 | <b>\$105.03</b> |
| \$14.00     | \$14.49 | <b>\$25.25</b> |             |             |                 |
| \$14.50     | \$14.99 | <b>\$26.15</b> |             |             |                 |

WER Room and Board daily rates are set by King County Ordinance, Chapter 2.73, Section 2.73.050. The rates are based on the amount of your gross hourly wages.

The WER daily rate will automatically be adjusted, according to the table above, if your gross hourly wage changes.



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## Work Education Release Participant Financial Agreement

I, \_\_\_\_\_, as a participant in the King County Work Education Release (WER) program, agree to pay the King County Department of Adult and Juvenile Detention a daily fee for room and board, as established by King County ordinance. The rate is determined by a sliding scale, based on my hourly rate of gross pay. I acknowledge the attached fee schedule, and understand that the daily rate for room and board is subject to change without prior notice based on changes in my gross hourly rate of pay. The initial room and board rate is \$ \_\_\_\_\_ per day, based on my currently disclosed rate of pay which is \$ \_\_\_\_\_. I also agree to pay an initial one-time intake processing fee of \$25 upon reporting to the WER program.

I agree that no deductions are to be made from my checks by my employer except: (a) those deductions lawfully required such as Federal Withholding Tax, Social Security, and Medicare taxes; (b) employee portion of health, life, and disability insurance; (c) standard retirement contributions; and (d) legal garnishments or judgments served upon my employer (e.g., child support).

I understand that room and board fees shall be paid prior to the payment of creditors, court costs and fines, restitution or family obligations.

I agree to notify my caseworker of any pending bankruptcy petition or prior to me or anyone on my behalf filing a bankruptcy petition while in Work Education Release. I will also have King County Department of Adult and Juvenile Detention, Community Corrections Division, 500 – 5<sup>th</sup> Avenue; Seattle, WA 98104, listed on the bankruptcy matrix of any petitions filed after my admission to Work Education Release for any unpaid fees.

I understand that payment of room and board is required pursuant to my Conditions of Conduct Order, and that if I fail to pay within prescribed time frames, set forth in the WER Participant Information and Guidebook, I may be removed from the WER program and placed in secure detention. Room and board fees are a legal debt which can only be discharged through a waiver by a judge. I acknowledge that King County may pursue legal action to enforce payment of the debt, including sending my debt to a collections agency or obtaining a judgment against me.

Printed Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Witness Name: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## **Work Education Release Participant Escape Agreement**

Escaping from Work Education Release is considered a crime and is taken seriously. Escape includes leaving or walking away from the WER facility without authorization, failing to return from a pass, or attempting to leave during transport to/from the jail. Summaries of the escape laws that are applicable to WER participants are set forth below. The WER facility is a detention facility under the law (RCW 9A.76.010 (3)). Therefore, if you escape from the WER facility, it is the same as escaping from jail. Custody means restraint pursuant to an order of the court. Therefore, if you are out on a pass, you are still in custody for purposes of the law.

### **RCW 9A.76.110 Escape in the 1st Degree**

- If you knowingly escape from custody or a detention facility while being detained pursuant to a conviction of a felony offense.
- Escape in the first degree is a Class B felony.

### **RCW 9A.76.120 Escape in the 2nd Degree**

- If you knowingly escape from a detention facility (detained pretrial or convicted of a misdemeanor or gross misdemeanor), or
- If you knowingly escape from custody while being held pretrial and have been charged with a felony.
- Escape in the second degree is a Class C felony.

### **RCW 9A.76.130 Escape in the 3<sup>rd</sup> Degree**

- If you escape from custody while being held pretrial and have been charged with a misdemeanor or gross misdemeanor.
- Escape in the third degree is a gross misdemeanor.

\* \* \* \*

I, \_\_\_\_\_, as a participant in the King County Work Education Release program, hereby acknowledge that I fully understand the rules of the WER program, what it means to escape from the Work Education Release facility/program, and the consequences thereof. I also acknowledge that I have read and understand the above RCWs (9A.76.110, 9A.76.120, and 9.A.76.130). I understand that if I fail to comply, I will be charged with Escape as provided for under the above RCWs, and will be prosecuted for said crime.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date





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**Work Education Release (WER) Employer Information Form**  
**To Be Completed Only by Employer (please print legibly)**

Employee's Name: \_\_\_\_\_ Hire Date: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Company Phone #: \_\_\_\_\_  
 Supervisor Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Company Address: \_\_\_\_\_  
 Jobsite Address: \_\_\_\_\_ Jobsite Phone #: \_\_\_\_\_

**WAGES**

Rate of Pay \_\_\_\_\_ Hourly  Weekly  Bi-Weekly  Monthly  Other  \_\_\_\_\_  
 Pay Dates \_\_\_\_\_

Payment Type: Payroll Check  Direct Deposit  Debit Card  Other  \_\_\_\_\_  
 If Direct Deposit, are payroll checks available as an alternative option?  YES  NO

**Request for Transmittal of Earnings:** The employee named above is a participant in the King County Work Education Release (WER) program and authorizes/requests you to mail all wages earned directly to: WER Program, 500 5<sup>th</sup> Avenue, Seattle, WA 98104. This includes wages earned while the employee is in WER through the date of release from detention.

**WORK SCHEDULE**

A WER Participant's work schedule must be approved in advance and will be reviewed on a case-by-case basis. Does the employee's schedule varies from week to week?  YES  NO  
 If yes, please describe the work schedule: \_\_\_\_\_

If the employee's schedule remains the same each week, please complete the following work schedule:

| Day of the Week           | Start Time | End Time | Total Hours |
|---------------------------|------------|----------|-------------|
| Sunday                    |            |          |             |
| Monday                    |            |          |             |
| Tuesday                   |            |          |             |
| Wednesday                 |            |          |             |
| Thursday                  |            |          |             |
| Friday                    |            |          |             |
| Saturday                  |            |          |             |
| <b>Total Hours Worked</b> |            |          |             |

Is the employee required to drive a vehicle on the job?  YES  NO  
 Is the employee required to leave the job site at any time?  YES  NO If Yes, explain: \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

# Signature Page

Participant Name (printed): \_\_\_\_\_

| <u>Topic Area</u>                        | <u>Participant Initials</u> |
|--|-----------------------------|
| Work Education Release Staff Roles       | _____                       |
| Admissions Process                       | _____                       |
| Room & Board Fees and Participants Funds | _____                       |
| Expectations of Participants             | _____                       |
| Leaving the Facility                     | _____                       |
| Participant Property                     | _____                       |
| Medications                              | _____                       |
| Facility Rules                           | _____                       |
| Telephones                               | _____                       |

*I acknowledge that I have received a copy of the Work Education Release Participant Information and Guidebook, and that the WER policies, rules, and guidelines have been discussed with me. It is my responsibility to read the guidebook thoroughly and ask my caseworker questions if I do not understand something. I understand that failure to abide by the rules and procedures of King County Work Education Release could result in my termination from the program.*

Participant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Caseworker Signature: \_\_\_\_\_

Interpreter Services Provided:

Interpreter Name (printed): \_\_\_\_\_

Interpreter Signature: \_\_\_\_\_