

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject WORK FURLOUGH	Policy Number DN-2
		Effective Date 03-09-12
Related Information	Supersedes DN-2 (07-31-97)	

PURPOSE

The purpose of this Policy is to establish guidelines for accepting and housing inmates sentenced to Work Furlough.

POLICY

The policy of the Office is to ensure that eligible, sentenced inmates are only incarcerated during the hours and days ordered by the Maricopa County Adult Probation Department (MCAPD). This allows inmates the opportunity to continue employment or education through the use of a Work Furlough sentence.

DEFINITIONS

Adjudication: The process of judicially deciding a case.

Full Custody: Continuous custody until the inmate is judicially released on all charges, holds, or sentences. Inmates who have been temporarily released into the community and return, such as in the Work Furlough Program, or are serving a work release or weekender sentence, are not considered to be within this classification.

PROCEDURES

1. **Eligibility:** MCAPD acts as the Work Furlough Administrator for the County and, together with the Office, is responsible for determining the eligibility requirements and criteria for acceptance into the program. In addition, MCAPD selects the inmates who meet the program criteria and monitors their participation in the program. Once accepted, inmates must abide by all rules established by MCAPD and the Office. Any inmate found to be in violation of these rules may be removed from the program by detention personnel or by their probation officer.
2. **Sentenced to Work Furlough:** Work Furlough is a combined effort between the ACAPD, the Office, and the courts. The Work Furlough Program gives inmates the opportunity for a supervised return into the community through employment. An inmate may be selected for the Work Furlough Program in three ways:
 - A. A judge can order any person to participate in Work Furlough.
 - B. A judge can order MCAPD to screen an inmate for eligibility in the Work Furlough Program.
 - C. MCAPD can choose to screen an inmate for eligibility in the Work Furlough Program.
3. **Qualifications:**
 - A. An inmate must meet the following set of criteria to enter or remain in the Work Furlough Program:

1. Must be classified Minimum or Medium security.
 2. Must not require special housing accommodations including, but not limited to, Nature of Charges or Administrative Segregation.
 - B. In order to participate in the Work Furlough Program, an inmate cannot have any wants, warrants, holds, or unadjudicated charges for which he should be in custody.
 - C. The Office is responsible for accepting, housing, and releasing Work Furlough inmates, as specified in approved Office and MCAPD guidelines.
 - D. Inmates participating in the Work Furlough Program will be housed separately from general population.
4. **Report and Return to the Facility:** An inmate must report to jail promptly at the time and date specified in the Order of Confinement. An inmate must return to the jail promptly at the times and dates ordered by MCAPD.
- A. The inmate arriving at a detention facility within six hours of his scheduled arrival time will be accepted.
 - B. Once the inmate is in custody, the inmate will be considered an Unauthorized Absence if the inmate fails to return within six hours of his scheduled return time.
 1. An *Incident Report* (IR) will be generated for Unauthorized Absence.
 2. Up until 24 hours prior to the expiration date on an inmate's Order of Confinement he may return with the original order provided by the Work Box Section of the Sheriff's Information Management Section (SIMS), but will be housed in full custody until such time as he may be accepted back into the Work Furlough Program by the MCAPD.
 3. Once an inmate is six hours late, his housing facility shall check the Jail Management System (JMS) to see if the inmate has been placed in custody.
 - a. If the inmate is in custody and has been assigned a new booking number, the housing officer shall notify Intake to link the new booking number to the old booking number.
 - b. If the inmate is not in custody, the housing unit officer shall:
 1. Generate an IR for Unauthorized Absence.
 2. Notify the Maricopa County Adult Probation Officer (MCAPO), assigned to Work Furlough.
 3. Fax a copy of the IR to the MCAPD, the Workbox Section, and the housing unit's division administration.
 4. Bag the inmate's property for safe keeping with a *Maricopa County Sheriff's Office Notice* of 90 days before disposal of property form.

4. The Workbox Section will process an Unauthorized Absence release. A copy of the Order of Confinement will be maintained in the Workbox Section until the sentence expiration date in case the inmate should return to jail.
5. A MCAPO will attempt to locate the inmate and try to send him back to jail within a day.
 - a. If the inmate returns within the 24 hour period, he will be allowed to return to Work Furlough with a comment in the Jail Management System (JMS) showing the break in custody.
 - b. If the inmate returns after the 24 hours has expired, the inmate will be booked into jail with a new booking number. He will be placed into full-custody housing as indicated by his classification designation.
 1. The Work Furlough designated facility will call the Workbox Section or SIMS and get the Order of Confinement. The inmate will then be escorted to the self-surrender Intake designated facility.
 2. The self-surrender Intake designated facility will book the inmate back into jail using the sentence start date on the original Order of Confinement with a new booking number.
5. **Medical Release:** Work Furlough inmates self-surrendering to serve 15 days or more will need to bring a Healthcare Provider's Certification completed by their health care provider.
 - A. A Healthcare Provider's Certification form is good for 90 days from the date written on the form.
 - B. If the inmate has a break in custody of seven days or more, and Correctional Health Services (CHS) has provided a physical examination of the inmate prior to the break, there is no need for a new Healthcare Provider's Certification form if, and when, MCAPD receives him back into the Work Furlough Program. If the inmate has not been seen by CHS, the original Healthcare Provider's Certification form will be obtained from the Workbox Section.
 - C. Inmates are instructed by MCADP to bring their prescriptions with them when reporting for jail. These medications need to be in their original prescription bottles.
 - D. If an inmate is already in custody and does not have a Healthcare Provider's Certification form from their provider, the inmate must be cleared by CHS for approval to be housed at the Work Furlough designated facility.
 - E. If the inmate has a medical issue that requires the services of a medical provider, the inmate shall be allowed to leave the Work Furlough designated housing facility and go to a health care provider of his choosing. CHS will not be responsible for the medical care of inmates participating in the Work Furlough Program.