

The Adams County Sheriff's Office



WORK RELEASE PROGRAM

Work Release Contact Information

Emergency numbers:

- Males: 303-655-3360
- Females: 303-655-3340

Work Release Office:

- 303-655-3480 (Main Location Change number)
- 303-655-3481 and 303-655-3482

Send application documents to:

- Email: acsowr@adcogov.org
 - Subject Line = Your Name
- Drop off at Front Desk anytime

All Documents must be received a week before your Turn In date in order to be approved

ELIGIBILITY

Several criteria will be considered in determining your eligibility



- Work release authorization by sentencing judge
- Previous criminal history
- Verifiable full-time employment
- Must have valid government issued identification
- If you were sentenced after 04/01/23 you must have the same job that you were sentenced with if you have a DUI.

EMPLOYMENT REQUIREMENTS

- Full-time employment (min. of 32 hours/week)- NO hybrid work schedule.
- No more than 10-hour shifts and 16 total hours outside of facility.
- Must have at least one full day off, which will be spent inside of facility. (as well as any other days off)
- Must maintain the same employment through the duration of your sentence.
- No door-to-door sales, Uber Eats, Door Dash, Marijuana Dispensaries, Day Labor or Day Care Facilities allowed.
- No Temp agencies.
- You cannot work on any projects involved with a Sheriff's Office.
- Cannot work at any establishment where the primary commodity could have been a contributing factor in your charge (i.e., liquor or weapons, etc.).
- Must stay within a 50 mile radius of the facility at all times: Limits = North-Fort Collins, South- Castle Rock, East- Bennett, West- Evergreen/Central City

Overtime

- **Overtime must be sent to work release by your supervisor with a minimum of 3 day in advance notice. Your supervisor may call or email work release to obtain this approval**
- **You can't just stay for overtime the day of or request it on the day they need you.**



TIME CARDS/PAYSTUBS



- You must provide SIGNED timecards AND copies of pay-stubs showing the days and hours worked or were in class.
- Any discrepancies will be verified with employer/school counselor.
- We need your paystub within 3 days of your pay date.
- CALCULATE YOUR TOTAL HOURS.

In Custody Requirements

- If you do not have a job, you will be allowed Job Search for 5 days, M-F.
 - You must secure a job by Friday at noon.
- You must have \$75 on your books to transition to Work Release
- If you are laid off from your job while on the program, you may qualify for Job Search

***FURTHER REVIEW WILL BE NEEDED IF:**

- You are pending additional or new charges.
- You classify higher than minimum security.
- You are Sub-Contracted or Self Employed
 - Self employed must provide last year's income tax returns and W-2's, and contracts for the jobs you'll be doing.

You will be denied entrance into the Work Release Program if:

- You are late or no show on the date and time of your court ordered SOE- pull a ticket when you arrive-keep it
- You have been convicted of any Class 1 felony offense, attempted escape/escape or any sexual offense.

ACCOUNTS/PAYMENTS

- WORK RELEASE ACCOUNT

- The cost for work release is \$15 per day and you need to always be paid up one week in advance.
 - We do not collect on your Court fines.
- Upon turning yourself in you need to bring in two separate money orders for the following amounts: \$210 for 2 weeks of work release fees; and \$30 for your booking fee and Prior Debt.
 - If you do not have the correct fees upon your SOE you will not be accepted into Work Release
- Prior Debt (Must be paid at or before SOE)
 - Goes on your commissary money order
- If you are \$210 behind in fees you will have 3 days to bring it down to \$105 or you will be removed from the program.
- You need to have your entire balance paid off 1 week prior to your STR date.

Money Orders

- One money order per envelope made out to ACDF/Yourname
- Check Commissary or Work Release
 - If you do not check a box for Work Release or Commissary accounting will automatically put it in your commissary account
 - Accounting will not transfer money between your commissary account and Work Release
- Fill out entirely, including name, DOB and booking number
- There is a drop box safe in the locker room for your money orders

INMATE FUNDS

Please Designate Funds Destination:

☐ COMMISSARY ☒ WORK RELEASE

Inmate's Name Smith, John Booking # 18-1234

Date 7-1-18 DOB 1-1-80 Amount \$ 210

Person Leaving Funds Smith, John

Address -

Phone Number 303-925-1234

Please make money order payable to: ACDF/Inmate's Name

NO CASH - NO PERSONAL CHECKS



NOT ALLOWED INTO FACILITY

- ******UNAPPROVED items is attempting the introduction of contraband and will result in disciplinary action and/or criminal charges.***
- Examples are but not limited to:
- Food/Beverages
- Reading / Writing material
- Additional clothing items
- Hygiene or cosmetic products.
Feminine hygiene items will be provided by the facility.



Male and Female Work Release Housing



ALLOWABLE ITEMS IN YOUR CELL

- **Three complete changes of clothing, to include undergarments socks, jeans, suits etc. (no under wire bras, no metal beauty accessories)**
- **One pair of casual or sweat pants, one t-shirt/sweatshirt with, no slogans, pictures or any type of writing on them, no shorts, no tank tops. (NO HOODIES or No Strings)**
- **One mechanical wind-up clock or watch with alarm (no batteries)**
- **Orange slides will be provided to you while you're in housing units**
- **Prescription glasses**

Each inmate will be assigned a locker to store all allowable belongings before entering housing area. Locks are provided. Deputy has the key.



ALL LOCKERS ARE SUBJECT TO SEARCH BY THE DEPUTIES

ALLOWABLE ITEMS IN YOUR LOCKER

- **One pair of work shoes/boots**
- **One coat/jacket, cold weather coveralls, hat/cap gloves and an umbrella.**
- **One ring with keys (tag/medallion ok). Handcuff keys shall not be permitted.**
- **A wallet or small clutch purse no larger than 3 x 7 with and I.D. ATM/Bankcard**
- **One belt with a fixed, permanent buckle no larger than 2 inches by 1 ½ inches.**
- **One pair of sunglasses, tobacco products, one lighter (No vapes)**
- **\$48 dollars in cash (\$5 dollars of this may be quarters)**
- **A cellular phone/pager (no chargers)**
- **Bicycle helmet and headlamp**
- **One plastic disposable sack (to carry items in or out).**
- **All jewelry stays in locker, except for watches.**
- **Back packs are approved on Case by case basis (must be mesh/subject to search) Example for approval: ride bus or walk to work**



DRUGS / ALCOHOL

- You will be required to submit random urine screens and must submit your sample the same day the system requires you to do so. We do not allow make up or reschedule tests.
- You will be asked to submit to random breath tests inside the facility

*****Refusal to submit to the test will result in your suspension or termination from the program.***

While on the program, you may not drink alcohol, ingest marijuana to include medical marijuana, or take illegal drugs (including any medication, mouthwashes, etc., which may contain alcohol or may result in positive findings when tested for drugs/alcohol to include items containing poppy seeds or any other ingredients that may cause a positive drug screen.)

Must have a prescription from your DR. for all medications you are taking and a copy of this must be given to Work Release staff.

NO NARCOTIC DRUGS or CONTROL SUBSTANCE CAN BE TAKEN (i.e. Vicodin, Codeine, Percocet , Adderall etc.)

Random Drug Screens

- You will be required to call the random UA line daily to determine if you need to test that day.
- You must call between 5:00am and 5:59PM daily to determine if you need to test. Calls made outside of this time frame could result in a missed test.
- You will call 720.710.4359 and enter your specific id number.
- Drug Test cost is \$24.

Confirmation test \$18 per Substance

Dilute Process

Drug Testing Facility

- You can test at any Intervention, a list of locations will be provided to you.
- It is your responsibility to know the location you will test at and the business hours of the location you will go to.
- You must provide us with your UA receipts
- We do not voucher UA's

TRANSPORTATION

Must be approved in advance by work release staff



ACCEPTABLE:

- *Approved Drivers or Driving Yourself
(provide copy of DL, registration & insurance,
Interlock forms if you are required one)
- *RTD service (must provide route)
- *Walk or ride bicycle (in Brighton only)

UNACCEPTABLE:

- *Hitchhiking
- *Riding in a vehicle w/another inmate
- *Taxi, Uber, Lyft services



If you get picked up and dropped off from the facility, please advise your drivers of the following information.

Drivers are not permitted to block traffic in the parking lots. They are not allowed to park along ANY curb!

You are to wait at the uncovered picnic tables for your rides.

Drivers must wait in the **RED** painted Work Release parking area until you come out of the facility. They are not allowed to park in the WHITE painted parking areas.

Parking

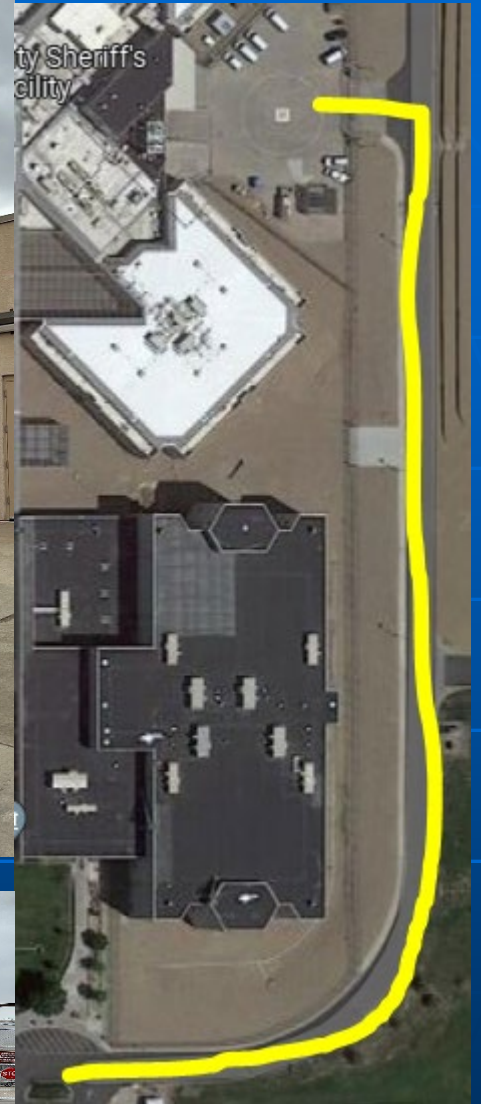
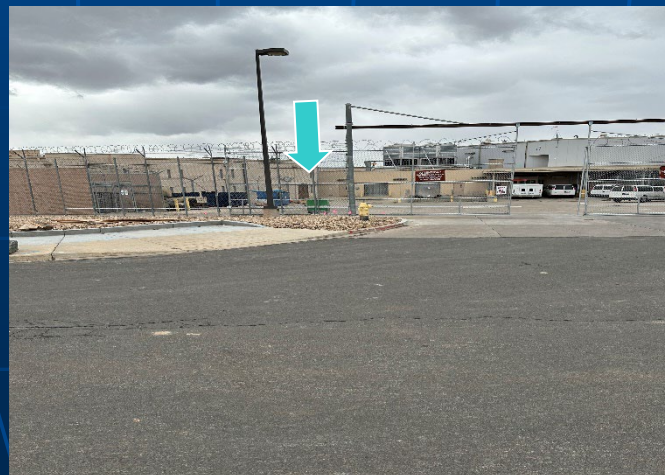


- You must park in the designated work release parking area.
- If you are driving you will be issued a parking pass. You will affix the parking pass to the lower left corner of the back windshield.
- You must have a valid DL.
- Proof of insurance
- Registration on the vehicle you are driving

- Males will be released daily through the door on the South side of the facility and must proceed using the designated route.



Females will be released daily through the door on the East side of the facility and be let out through the secured gate.



LOCATION CHANGES



- You must make specific location changes with the exact street address and city of your destination. Call BEFORE you leave for this location. If no answer when you call leave a detailed voicemail with your location change
- You are allowed to pick up your lunch(drive thru only), get gas, cash your check, make money orders or pick up supplies for your job if necessary.
- You cannot do any type of personal business to include going home, shopping, paying bills or to any sit-down restaurants.
- **FAILURE TO NOTIFY STAFF ABOUT LOCATION CHANGES
WILL RESULT IN DISCIPLINARY ACTION**

SITE CHECKS



- Random site checks will be conducted to ensure your presence at work/school or the locations for which you are approved.
- If you are not at work/school as authorized you must be traveling to/from the facility.

RETURN TO FACILITY

- ***IF YOU ARE EVER TWO HOURS ABSENT AND YOU HAVE NOT MADE ANY LOCATION CHANGES UPON RETURN TO THE FACILITY AN ESCAPE WARRANT WILL BE ISSUED.***
- ***IF IT LOOKS AS THOUGH YOU ARE GOING TO BE LATE, CALL THE W/R OFFICE AND THE EMERGENCY NUMBER/TOWER OFFICER IMMEDIATELY. YOU MUST SPEAK TO SOMEONE IF YOU ARE EVER RUNNING LATE.***
- Examples: Accidents, weather, medical emergencies (can only be for yourself), etc.
- You cannot be late because you stopped to get food



Location Changes vs. Emergency

Voicemail/Emails Acceptable:

- Location changes
- General questions
- Work Release Line: 303-655-3480 OR acsowr@adcogov.org

Voicemails Unacceptable

- You must speak to someone (Deputy or Work Release Staff)
 - Running late to the facility
 - Medical emergencies (For yourself)
- Emergency Male Line: 303-655-3360
- Emergency Female Line: 303-655-3340

REQUEST FORMS/AUTHORIZED APPOINTMENTS

- In addition to working, we will authorize only specific appointments you may have.
- These include:
 - Court dates/ Jury Duty
 - Probation appointments (Adams County Only)
 - Therapy/Counseling- 1x week/ no online in person only (Court Ordered).
 - Doctors/Dentists appointments
 - Haircuts (Must have more than a 60-day sentence)
- Appointments must be on a day you are scheduled to work (excluding court & jury duty)
- Requests must be submitted one week prior and no later than 48 hours prior to that appointment.
- Upon return from your appointment, you must provide work release a copy of your receipt or letter from Probation office that you went to office visit.
- You **CANNOT** go to an appointment that Work Release Staff has not approved or you will be suspended.

ADAMS COUNTY DETENTION FACILITY
Work Release Program
Work Release Inmate Request Form

One Request Per Sheet

Include Any Copies of Appointment Cards or Necessary Court Paperwork

Name _____ Date _____ Housing # _____

Request to Go to Court

Date of Hearing _____ Time _____ AM/PM Type of Hearing _____
Division _____ Case # _____ County _____
Court Address _____

Request to See Probation Officer

Date of Hearing _____ Time _____ AM/PM
Probation Officer's Name _____ Phone # _____
Office Address: _____

Request for Haircut Appointment

Date of Appointment _____ Time _____ AM/PM
Name of Salon _____ Phone # _____
Address _____

Request for Doctor/Dentist Appointment

Date of Appointment _____ Time _____ AM/PM
Name of Doctor _____ Phone # _____
Address _____

Other Request

Explanation _____
Address _____ Phone # _____

Required Information

Will you go to work before or after this appointment? ☐ Before ☐ After ☐ Neither

What or whom is your mode of transportation? _____
(If you are taking the bus, provide a complete bus schedule on the proper form)

Work Release Staff Only

☐ Approved ☐ Denied Reason for Denial _____

Staff Signature _____

Form 4229 (03/02)

VIOLATIONS/CONTACTS



- Violating any state, local, municipal or traffic law may be grounds for immediate suspension from Work/Education Release, pending a review and/or disciplinary hearing. You must report all contact with law enforcement to the Work Release Unit, whether or not a ticket or summons is issued.
- **CONTACTS MUST BE REPORTED, WE SEND IN CBI CARDS AND WILL RECEIVE A CALL FROM THE CONTACT AGENCY.**

Other Information

- You will not be eligible for any jail programs and no medical treatment unless it is an emergency.
- Medication cannot be kept in your locker. You will turn in enough medication to medical staff for your lock down days.
- You may have visits on Homeward within the facility
- On your SOE date you will not be allowed back out to work.
- Meals will be provided by Facility if you request one.
 - a. Breakfast served 4:30AM
 - b. Lunch served 11:00AM
 - c. Dinner served 4:00PM
- You must sign up for meals before leaving for work. (Please use the sign-up sheet.)
- You can submit a money order for commissary (Keep your receipts)
- Check the schedule draft daily

REASONS FOR SUSPENSION

- Turning Yourself in Late on Your Initial SOE.
- Suspected Drug/Alcohol Abuse. (*Zero Tolerance*)
- Using the Wrong UA Testing Site- Intervention Only
- Late Payment of Work Release Fees
- Late Return to Facility.
- Failure to Comply With the Work Release Agreement Or Facility Rules.
- Going to unauthorized appointments.
- Making Incorrect or Incomplete Location Changes

Any Facility employee has the authority to impose an immediate and limited suspension based on your behavior or suspected behavior.

A formal hearing will be held following the action of a limited suspension. (If you are waiting for a hearing, you will not be allowed to go to work. A hearing could take up to 7 business days.)

WORK RELEASE GOOD TIME

- You will earn good time according to Colorado Statutes. You will be provided a computation sheet within a few days of your arrival to the Facility. This will explain your credit days and scheduled release date.
- If your date of offense is **BEFORE** 03/01/22 you get 2 days off 30 and 11 days for being on Work Release; 13 total
- If your date of offense is **AFTER** 03/01/22 you get 7 days off 30 and 3 for being on Work Release; 10 days total

1st DUI- full good time

2nd DUI- 1st 10 days straight time

3rd DUI- 1st 60 days straight time

4th DUI- 1st 90 days straight time

Felony DUI- 120 days straight time

