



MONTEREY COUNTY SHERIFF'S OFFICE
TINA M. NIETO, SHERIFF
WORK ALTERNATIVE PROGRAM
1414 Natividad Road, Salinas, CA 93906
(831) 759-7230 759-7231 759-7262

WAP PARTICIPANT'S RULES AND REGULATIONS

If you elect to participate in the Work Alternative Program in lieu of incarceration, and as a condition of remaining in the program, you must comply with the rules and regulations listed below:

1. If you are enrolled in the Work Alternative Program, you are required to work a minimum of 2 days per week (8 hours daily).
2. **You are required to work a minimum of 8 hours per day, 2 days per week, unless you provide valid medical documentation of a limitation on your ability to work.**
3. **WAP Rules and Regulations Contract:** For identification purposes, you must bring your WAP work contract on your first day scheduled to work. The supervisor will remove your photograph and you will keep the WAP work contract.
4. **Transportation:** It is your responsibility to provide your own transportation to the work site. Make sure you have made arrangements before you start the program.
5. **Reporting as scheduled:** You must report on the dates and times agreed to in this contract. **Failure to report to the assigned job sites, insubordinate behavior toward your supervisor, or failure to perform your assigned work tasks will result in one or more of the following:**
 - a. Your removal from the work program.
 - b. Violation of your probation conditions.
 - c. Notification to the court of your commitment violation and an arrest warrant being issued.
6. **On the job injury:** Any on the job injury must be reported to the work site supervisor, or support staff, immediately.
7. **Emergency:** In the event of an emergency, and you are unable to report, it is your responsibility to contact the WAP office, as well as the assigned work site supervisor. However, it will not excuse you, but you must make up the missed day within one (1) week.
8. **Problems:** Babysitting problems, car troubles, and other personal problems are not valid excuses for being absent. If you are absent from work, you must contact the WAP office and the supervisor at the assigned work site.
9. **Contraband:** *Do not bring* any alcoholic beverages, drugs, narcotics, paraphernalia, weapons (i.e.: pocket knife, nail clippers) (no electronic items), radios, cell phones, iPods, chewing tobacco, tobacco products, or flasks into the program. **Do not report to your work site with any of these items!**
10. **Dress appropriately to work.** The work is general labor, unless you provide valid medical documentation of a physical limitation. **You could be performing general maintenance, from sweeping to mopping, cleaning windows, road-side beautification, gardening and landscaping, painting, and any other duties.**
11. **Dress Code: No gang colors, jerseys, hats with teams, etc. DO NOT WEAR,** tube tops, halter tops, tank tops, sleeveless shirts, shirts shorter than waist high, shorts, capri pants, short pants, dresses, sandals, platform shoes, high heel shoes, open toe or slip-on shoes. **You will be advised to return to the Work Alternative office if you wear any attire that is deemed inappropriate by the Work Site Supervisor.** The only skin that may be exposed is your face, head, neck, hands and lower arms.
12. **Vests:** You must wear your work vest at all times (where required safety vests are issued), including breaks and lunch periods.

RULES AND REGULATIONS

(continued)

13. **Weather:** Wear suitable clothing and shoes for working outdoors, if you are working outside. Gloves may be worn. You will need rain gear during inclement weather, and will need to bring your own hat, gloves and sunscreen. **You must report, rain or shine.**
14. **Medical Condition or Physical Limitations:** If you have a **disability, physical limitations, or other health problem that could be adversely affected by physical labor, or are on Workers' Compensation, it will be mandatory to provide a medical release form signed by your physician in order to participate in the work program, or medical documentation of your physical limitations, if the limitations are not obvious.** Without a medical release or medical documentation of your limitations, you may be denied participation in the Work Alternative Program.
15. **Medications:** ***NARCOTICS ARE NOT ALLOWED ON THIS PROGRAM.*** You must notify your Work Site Supervisor if you are taking any medication, including medication prescribed by a doctor or purchased over the counter. If you take daily medications, its use must not impair your ability to perform the daily work duties. Due to your safety, you must be able to function normally while under your medications. If this is a problem, you must advise the WAP staff.
16. **LUNCH:** You are to provide your own lunch and water. *Alcoholic beverages are prohibited.*
17. **Phone Calls/Visitors:** You are not allowed to make phone calls or receive phone calls at your work site. You are not allowed any visitors while you are working on the program.
18. **Work Site Assignment:** Once you are given a contract to a work site it will not be changed! The *only* exceptions are if the work site is not accessible to you because of a disability, or you cannot perform the assigned duties because of medically documented limitations. If you are late or miss a day **YOU MUST RETURN TO THE WAP OFFICE.** **If you report and there is no Supervisor at your work site, contact the WAP office immediately.**
19. **Changing Working Days:** If you need to change the days you are working, **you must return to the WAP office.** Only the WAP staff can change your workdays. **You are limited to only one (1) schedule change.**
20. **Work Performance:** If you disrespect any Work Site Supervisor or failure to perform a work task as assigned will result in your immediate removal from the program. You could be placed inside the Correctional Facility to do straight time and each 8 hours on the Work Alternative Program will turn into a 24-hour day inside the Correctional Facility.
21. **Behavior:** As a participant in the Work Alternative Program, you are required to treat others with respect and dignity! You are encouraged to report any racism, discriminatory remarks of any kind and all other forms of illegal or anti-social behavior that may be exhibited towards you or others. Any criminal acts such as assault, battery, etc. shall be reported to the Work Site Supervisor immediately! If your supervisor is the accused perpetrator, report the incident to the WAP staff.
22. **Refusal to work or sleeping:** If you refuse any work or if you are observed neglecting your job, you may lose the privilege to continue in the work program. You will be removed from the program if found at anytime, sleeping, laying down or laying your head down except on pre-approved breaks medically required because of a disability.
23. **Failing the Work Alternative Program:** If you fail the work program, you will not be allowed to participate back into the program for a period of two (2) years.

VIOLATION OF THESE RULES WILL RESULT IN YOUR DISMISSAL FROM THE

WORK ALTERNATIVE PROGRAM

YOU MUST AGREE TO ABIDE BY THE ABOVE RULES AND REGULATIONS IN ORDER TO PARTICIPATE IN THE WORK ALTERNATIVE PROGRAM.

NO EXTENSIONS ARE GIVEN UNLESS YOU CAN PROVIDE A MEDICAL EXCUSE.
IF YOU FAIL TO COMPLETE YOUR HOURS AS ORDERED BY THE PROGRAM, A WARRANT
WILL BE ISSUED FOR YOUR ARREST.

The Work Alternative Program Will Not Be Responsible For Your Personal Items!