

WAKE CORRECTIONAL CENTER

RULES AND REGULATIONS FOR WORK RELEASE INMATES

1. You shall be subject to all Department of Correction rules and regulations.
2. Failure to maintain employment may result in disciplinary action. Inmates who lose their jobs due to poor performance, negligence or uncooperative attitude shall be reviewed for disciplinary action.
3. You will be permitted to draw up to \$40.00 each week, in which this amount will be credited to your ID cards. There will be sign-up sheet for bus passes at the Officer's desk in the work release dormitory; bus pass fair will be deducted from your account. Wake Correctional Center is a cashless facility; anyone caught with money will be subject to disciplinary action.
4. You will not incur indebtedness while on work release. You will not borrow money from anyone or ask for an advance of your salary. No items may be purchased under an agreement to make payments to a vendor. No money can be taken out of your earnings without approval of the Unit Superintendent.
5. You are not allowed to visit with family or friends while at work, nor may family or friends frequent the place of business where you work. You are not allowed to have physical contact with anyone while away from the Facility or have romantic relationships with co-workers at the place of employment.
6. You may not send or receive mail at your work or you may not have internet/e-mail access. You may not make or receive telephone calls except as an official part of your normal duties, or as a result of a bona-fide emergency at the place of work. You may not have in your possession, or use at any time, a cellular telephone.
7. You are expected to be at your place of employment or approved job site at all times, unless authorized to be elsewhere by the Officer-in-Charge at the Facility. You will be checked by the Facility staff while on your work release job.
8. You are not allowed to bring anything in that you did not take out of the Facility unless prior approval is given by the Facility Superintendent or his authorized representative.
9. You shall observe the ordinary requirements of personal hygiene.
10. You will be charged \$18.00 per diem for each day that you work, not to exceed \$90.00 per week. You will be charged per diem for based on the number of hours worked in the week. If you do not turn in your pay check on your regularly scheduled pay day, you will not receive a draw the following week and will be removed from the program for not turning in your check.
11. Transportation may be provided by public transportation (i.e., bus/taxi), employers, and co-workers with prior approval by the Work Release Coordinator. You will travel directly to and from your place of employment by the method and means of transportation approved in advance. You are to take the route approved via the bus. You are not allowed to change buses at your own free will; you are not to deviate from bus route without prior approval. The Work Release Coordinator will explain to you in detail your approved means of transportation prior to commencement on the

program. If you are approved for transportation by city bus, schedules and transfers will be explained to you in detail. If you are approved for vehicle transport by your employer and/or other individuals, you will be given the names of those people approved to provide transportation. Transportation by family members is prohibited. Family members is defined as father, mother, brother, sister, husband, wife, child, aunt, uncle, grandparents, in-laws, foster parents, cousins or any other person(s) who have acted in the place of parents.

12. You cannot be employed by or work with family members as defined in rule 12 above.
13. You must remain in your job for a minimum of 90 days. After meeting this requirement, you may request to change employers or be removed from the Program. You must notify your case manager of your desire to change jobs or be removed from the Program. Depending on the decision of the Work Release Coordinator, you will be required to give your employer proper notification if you have been approved to quit or change jobs. You may obtain permission from the Work Release Coordinator and your case manager to quit in less time under certain conditions.
14. If your employer needs to change your work schedule, he must have authorization from the work release supervisor or your case manager.
15. If you have dependents, the Department of Social Services of the County where they live will be notified by the Department of Correction when you begin work release participation. A report will be made of their needs by the Social Services Office to the Department of Correction, and part of your earnings will be deducted and sent to them. In case of an existing court order from a court of competent jurisdiction, monies would be sent in accordance with the provision of that court order. If you fail to list your dependents, you are subject from removal from the Program.
16. If you are injured while on your work release assignment and medical treatment is required, your employer must take you for appropriate medical treatment and notify the Facility immediately. Your employer is expected to file insurance claims as with other employees. Your employer is expected to furnish the Facility with copies of the accident report.
17. You will be permitted to work up to 6 days per week, not to exceed 50 hours. You will not be permitted to work in excess of 10 hours per day and double shifts are not allowed. If an employer needs you to work overtime, he must call the Facility prior to 4:00 pm. If an employer needs to work a work release employee on days other than his normal scheduled work days, he must notify the Facility prior to 4:00 pm on Friday for approval by the Superintendent or Work Release Coordinator.
18. Your employer may deduct from your earnings the following: State, Federal, Social Security taxes, uniform rentals and the purchase of tools required. He is not authorized to buy clothes, shoes, and the purchase of tools required for employment. Your employer is not authorized to buy clothing, shoes or make an advance salary.
19. You must turn all paychecks into the Control Office on your regular payday. You will then be issued a temporary receipt for the paycheck. All checks should include your name, gross earnings, authorized deductions, net earnings and pay period for which it covers. If you are working on a job that includes tip money as part of your earnings, you should turn your tips over to your supervisor. He will keep a daily record of your tips, and will purchase a money order equal to your total tip earnings at least twice per month. You will then turn the money order into the control center along with your regular paycheck.

- 20. If you get off work release early, you are to report back to the Facility and have your employer call the Facility. If your employer cannot call, you may call the Facility and notify Programs or the OIC. you are to return to the Facility immediately.
- 21. No inmate is permitted to leave the state while on work release. Your job site must be within a 50 miles radius of the Center.
- 22. You are not allowed to serve, sell, possess or use any alcoholic beverages, narcotics, drugs or medicines except that which is prescribed by a doctor for you.
- 23. **You are require to wear your work clothes when you leave the Facility and will not be permitted to carry out additional clothes.** You will not be allowed to bring any clothes into the Center when you return from work. The only exception to this rule will be for inmates that have uniforms that are laundered by their employer. In cases of this nature, inmates will be able to bring their clean uniforms in one time per week and take out their dirty uniforms one time per week.
- 24. Prior to your starting date on the work release program, the Facility must have in its possession a certificate of Workmen’s Compensation Insurance from your prospective employer. You will not work until we have this information.
- 25. Please be advised that inmates will not be allowed to receive bonus check, gift cards, etc, without prior approval.

You should further understand that willful failure to remain with the extended limits of your confinement or to return within the time prescribed shall be deemed an escape punishable as provided in NC General Statue 148-45.

I have read or have had read to me this agreement and the Rules and Policies Booklet of the Division of Prisons and I fully understand the agreement. I am in full accord with your policies. (Your employer will be furnished a copy of these rules.)

INMATE DATE

EMPLOYER DATE

WITNESS DATE

WAKE CORRECTIONAL CENTER

RULES AND REGULATIONS FOR WORK RELEASE EMPLOYERS

Participation in the Work Release Program is a privilege and is designed primarily to help the inmate become established in the community. The intent of the Work Release Law is that the inmate be confined except when actively engaged in his work program. The program's beneficial features are: The inmate pays his own way and contributes to the support of his dependents, he may accumulate a balance in his account which will enable him to reestablish himself upon release and it will also enable him to continue to develop and improve work habits and skills.

The success of the inmate will depend upon his desire to take advantage of the opportunities available, his ability to obey the rules and provisions of the Work Release Law, the active cooperation and guidance of his employer and correctional staff.

The following information is provided in order to help you understand North Carolina Department of Correction policy and Wake Correctional Center (WCC) Standard Operating Procedures.

The inmate is to go directly from his place of confinement to the place of his employment by the approved route and method of transportation only. The inmate is assigned to your place of employment and is to remain on the job and is NOT to leave the premises unless previously authorized by WCC facility officials. **The inmate will be under the supervision of his employer, his foreman or his supervisor and must remain under the direct supervision of a WCC approved supervisor at all times.** HE CAN ONLY BE ASSIGNED TO TASKS WHERE HE IS SUPERVISED ON A CONTINUING BASIS.

At the end of his work schedule, or if work ends earlier than scheduled, he is to return immediately to WCC. If transportation is not available the approved supervisor must call the WCC Officer in Charge (OIC) or Work Release Supervisor and inform them transportation is needed for the inmate.

If an inmates schedule is variable, or changes week-to-week, the employer must provide the schedule no later than 3:00pm on Thursdays. The schedule must cover from Saturday thru the next Friday. If an employer has a last minute schedule change they must call WCC @ (919) 733-7988 and speak with the Work Release Supervisor or the Officer in Charge (OIC).

If the inmate does not abide by the established work schedule, possesses or consumes any alcoholic beverages, drugs, or is engaged **in any activity** that violates the work release rules, the employer is responsible for notifying WCC officials **immediately**. Prompt reporting of any infraction frequently prevents more serious offenses by the inmate.

The work release inmate must be covered by an insurance program, preferably Workman's Compensation Insurance, a copy of which shall be furnished to the Facility prior to the inmate beginning work. The employer shall contact the Facility as soon as time allows. If the inmate becomes sick or injured while at work and immediate medical treatment is not required and he is unable to continue work, he shall be returned to WCC. If transportation is not available at the work site, you shall call WCC officials and advise them of the situation. Staff will be dispatched as soon as possible to pick up the inmate. If the inmate sustains an injury during his work hours which requires immediate medical treatment he should be transported to a local doctor or hospital emergency room. WCC personnel shall be notified of the inmate's condition. All medication ordered by the attending physician shall be purchased by the employer as it will be covered under the employer's insurance program. At no time will the inmate be

allowed to keep this or any other medication. The prescribed medication may be administered by the employer as PER THE DIRECTIONS OF THE ATTENDING PHYSICIAN. The medication shall remain in the possession of the employer until such time that it can be given to corrections personnel. A WRITTEN REPORT OF THE ACCIDENT AND ALL MEDICAL REPORTS SHALL BE FURNISHED TO CENTER OFFICIALS.

The inmate is not authorized to operate any motorized vehicle including, but not limited to, forklift/truck, automobile, truck, golf cart or any motorized vehicle powered electrically, with fossil fuels etc. unless written permission has been granted by the Department of Corrections before such use.

The State Department of Labor exercises the same supervision over wages, hours and conditions of employment for persons under this program as it does for any other workers. The inmate shall be paid on schedule by company check or money order. *At no time shall the inmate be paid in cash.* Inmates are not allowed to borrow money from anyone or receive an advance on their salary. The paycheck should include the inmate's name, gross earnings, authorized deductions, net earnings, pay period which it covers and number of hours worked during the pay period. If no stub is provided, then the above is to be placed on the face of the check. No deductions from the inmate's salary, other than normal taxes, social security, and uniform rental are to be made without prior approval from the WCC.

Inmates are not allowed to visit with family or friends while at work, nor may family or friends of an inmate frequent the place of business where the inmate works. Visitation by family and friends are only permitted at the facility.

Inmates may not send or receive mail at their work and they may not have internet/e-mail access. They may not make or receive telephone calls, except as an official part of their normal duties, or as a result of a bona-fide emergency at the place of work. Inmates may not have in their possession, or use at any time, a cellular telephone.

Prior to beginning work for the employer, the inmate's work hours will be established and recorded at the Facility. If, for any reason, the inmate's work hours are changed, (i.e. unscheduled weekend work, overtime, holdover, etc.,) you shall contact the Work Release Supervisor or the Officer-in-Charge of the Facility and request prior approval. This call will be the employers responsibility to request, **not the inmates.**

Inmates on the Work Release Program pay the Department of Corrections per diem for room and board. If the inmate is released prior to receipt of his last pay check, it will be the employers responsibility to forward the inmates last check to the Facility, addressed to the Work Release Supervisor in in order to settle any remaining debts due.

Facility representatives will visit and/or call the job site periodically to insure that the inmate is in compliance with the work release rules and policies.

Inmates participating on the Work Release Program are not permitted to leave the State of North Carolina for any reason.

Inmates are not allowed to bring anything into the Facility without permission of the Facility officials.

Inmates may not be employed or supervised by a family member. A family member is defined as: Father, mother, brother, sister, husband, wife, child, aunt, uncle, grandparents, in-laws, foster parents or other person(s) who have acted in the place of parents.

I have read, or had read to me the rules and policies of the Work Release Program. I am in full agreement with these policies and understand that failure to comply with these rules and policies may result in the inmate's removal from the job site as well as the Work Release Program.

Company Name: _____

Company Representative (s):

Printed Name

Signature and Date

Wake Correctional Center Representative: _____ (date)