
(Name of reentry center)

(Jailer)

REENTRY CENTER WORK EXPERIENCE CODE OF CONDUCT

(Effective date _____)

1. While away from the _____ County Reentry Center, you are to remain at the work site of the employer or at other places under the direct supervision of the employer.
2. You are not allowed to go to your home or to the home of friends or relatives.
3. You are not allowed to have any contact, written or spoken, with any relatives or friends of inmates housed in the _____ County Reentry Center.
4. You are not allowed to be in possession of or return to the reentry center with any type of Contraband. Contraband may include cell phones, pagers, tobacco, alcohol, prescription drugs, illicit drugs, written correspondence, or any other type of written information from outside parties to inmates housed in the reentry center.
5. You are not allowed to go to any restaurant or public place to eat (a sack lunch will be provided by the reentry center at your request unless otherwise authorized by the Jailer), this includes grocery/convenient stores.
6. You are not allowed to go to any place of amusement.
7. You are not to partake in any illegal drugs or the consumption of alcoholic beverages-you will be randomly drug and alcohol tested.
8. If you are required to work overtime on any given day, your employer must notify the reentry center in writing by 3:00pm of your regular workday.
9. If you are required to work additional days from your set work schedule, your employer must notify the reentry center (in writing) no later than 3:00pm of the end of your regular scheduled work week (no later than Friday).
10. You are to be transported to your place of employment by your employer; employer's designee or jail staff, no earlier than thirty (30) minutes prior to the time you are to report to work. If you need to leave earlier, you must have it approved through the Jailer. You shall be returned no later than thirty (30) minutes after the end of your shift. You are not allowed to drive a motor vehicle.
11. The reentry center shall and is authorized to:
 - a. Search you thoroughly, including the authority to strip-search, each time you leave and return to the reentry center;
 - b. Verify daily that you are at your work site, and

c. Randomly drug test you while on work assignment

- 12. You are not permitted to change employment without prior approval from the Jailer.
- 13. You shall return to the reentry center for any court appearance you have while on work assignment- you are not permitted to transport yourself or have your employer transport you to court.
- 14. You must sign in/out for work in the work assignment book. Your employer or employer's designee must bring a photo ID and sign you out in the work release book. Upon return from work, you must have your employer or employer's designee to sign you back in from work.
- 15. You may be required to pay work assignment fees to the jail. These fees are designated in the Work Assignment Payment Agreement and must be paid as directed.
- 16. Any violation of work assignment will be reported to the Department of Corrections.

I have read and understand that any violation of the above rules will be documented and reported to the Reentry Center and the Department of Corrections.

(Inmate signature)

(Date)