



## ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL

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Effective 10/13/2023

### **Home Electronic Incarceration Guidelines and Responsibilities of Employers**

The following information is to be used as a guideline and a reference of my responsibilities as an employer of a Home Electronic Incarceration inmate. Home Electronic Incarceration inmates are incarcerated individuals who are permitted to live at home, continue employment, and continue earning an income while serving sentences for crimes they have committed or for which they are pending trial. This allows for the inmate to continue supporting their families while also paying any fines and court cost incurred by the court. The Albemarle-Charlottesville Regional Jail takes the responsibility of operating this program very seriously. If an inmate violates any one of the rules and regulations as set forth by the Home Electronic Incarceration program they will be removed from the program pending an investigation and due process. We ask that you as an employer take your responsibility just as seriously.

1. I must pay all salaries accruing including tips, by business payroll check attached with a payroll check stub noting all applicable information. Hours worked, including overtime, taxes, and any other deductions must be noted. The compensation of Home Electronic Incarceration inmate will be no less than the current minimum wage and that of comparable workers. **Hourly rate \$ \_\_\_\_\_**
2. Home Electronic Incarceration inmates must conduct themselves in a respectable manner during their release from confinement, obeying all federal, state, local and municipal laws and ordinances of the community in which they are employed.
3. Home Electronic Incarceration inmates are expected to perform on the job as any other acceptable employee. Should you have any problems in this regard, please contact the Work Release Department immediately.
4. If the Home Electronic Incarceration inmate violates any of the rules and regulations governing the Home Electronic Incarceration program, you must report the violation to the Work Release Department immediately. You will be provided a copy of these rules and regulations.
6. I must allow Work Release Department staff to visit the Home Electronic Incarceration inmate's job site at any time to discuss the Home Electronic Incarceration inmate's conduct and work performance with supervisory personnel.
7. I may not employ Home Electronic Incarceration inmates under conditions less than acceptable minimum standards.

8. Home Electronic Incarceration inmates must be employed and work within a 35-mile radius of the jail. Nelson county inmates will be handled on a case by case basis.
9. Home Electronic Incarceration inmates must provide their own transportation to and from their place of employment.
10. Home Electronic Incarceration inmates are not allowed to work for an employer that requires that they operate a vehicle without specific approval from the Work Release Department and/or sentencing court.
11. Home Electronic Incarceration inmates are only to utilize a computer and phone for work purposes. The Home Electronic Incarceration inmate shall not use their place of employment to conduct personal business such as checking email, surfing the internet, engaging in any online programs/schools, making any unauthorized contact, or business transactions.
12. A schedule for the Home Electronic Incarceration inmate must be submitted by the employer and approved by the Work Release Department before the Home Electronic Incarceration inmate will be allowed to work. If the Home Electronic Incarceration inmate is on a rotating schedule, it is the employer's responsibility to submit an updated and accurate work schedule to the Work Release Department no later than Thursday by 3:00PM for the following week. Any schedule not received by that time will subject the Home Electronic Incarceration inmate to being held in from work.
13. Any changes to the Home Electronic Incarceration inmate's schedule must be requested 24 business hours in advance by the employer in writing. This can be done via fax or email.
14. Home Electronic Incarceration inmates will work no more than six days a week, ten hours a day, not including a 30 minute lunch break. The Work Release Department will determine the travel time necessary to enable the Home Electronic Incarceration inmates to proceed to their place of employment, complete their work, and return directly back to their home.
15. The Home Electronic Incarceration inmate will not leave their job site for any reason unless approved by the Work Release Department and the employer is notified.
16. The Home Electronic Incarceration inmates may not be employed by or work with members of their family without specific written permission from the Work Release Department and/or sentencing court.
17. Home Electronic Incarceration inmates will not take any medications to include over the counter medications, without prior notification of jail staff and documented doctor's authorization.
18. I may not employ Home Electronic Incarceration inmates on a part time basis.
19. Home Electronic Incarceration inmates are required to report to the Work Release Department randomly for drug testing as well as other matters pertaining to their incarceration. You agree to allow the participating Home Electronic Incarceration inmate to report should they be required or directed to do so during working hours.
20. Stationary employment is highly recommended. The employer must make provisions for daily notification to the Work Release Department prior to the inmate moving to a new job location. Employer's failure to notify the Work Release Department of new job locations may result in the Home Electronic Incarceration inmate being held from work until the new job location is provided to the Work

## Release Department.

21. Home Electronic Incarceration inmates who are convicted felons are not to have employment that requires them to serve, possess, or sell alcoholic beverages.
22. Home Electronic Incarceration inmates are not permitted to consume any substance without prior written permission from the Work Release Department to include but not limited to prescribed medications and over the counter medications. Home Electronic Incarceration inmates will not be allowed to consume any substances which may cause a false reading on a drug and alcohol screening. These would include but are not limited to: energy drinks, poppy seeds, products containing cannabidiol (CBD), and cough medicines with alcohol as an ingredient, which may cause a false reading on a drug and alcohol screening. Home Electronic Incarceration inmates are not permitted to drink, physically use, or have in their possession any alcohol, narcotic, or hallucinogenic drugs. This includes all illegal drugs and controlled substances. You are required to report to the Work Release Department immediately if you witness the Home Electronic Incarceration inmate engage in any of these behaviors.
23. Unauthorized visits are prohibited. Home Electronic Incarceration inmates are not allowed to have friends or family visit them while at their job site.
24. Home Electronic Incarceration inmates must have someone with them, who must be another employee, at all times.
25. I must cover the Home Electronic Incarceration inmate under applicable workman's compensation insurance or Social Security insurance and provide a copy of the paperwork to the Work Release Department. The Albemarle-Charlottesville Regional Jail is released from responsibility for any and all injuries incurred while on the job.
26. I agree to inform the Work Release Department if the Home Electronic Incarceration inmate fails to report to work, leaves work early, is absent from their work assignment as scheduled, or if they report to work under the influence of alcohol or drugs.
27. If a Home Electronic Incarceration inmate's employment is terminated due to willful negligence, carelessness, lack of interest, motivation, or discipline, it may be considered a program violation. It is for this reason that you must notify the Work Release Department so they may inform the Home Electronic Incarceration inmate of their employment status. It is preferred that the Work Release Department terminate employment on behalf of the employer, or be present for the termination.
28. The following conditions must be met if you are an employer who has federal contracts:
  - a. Representative of the local union central bodies or similar union organizations shall have been consulted.
  - b. Employment shall not result in a displacement of employed workers, or be applied in skills, crafts or trades in which there is a surplus of available gainful labor in the locality, or impair existing contracts for services; and
  - c. Rates of pay and other conditions of employment shall not be less than those paid or provided for work of a similar nature in the locality in which the work is being performed.
    - i. \_\_\_\_\_ - We do have federal contracts and will abide by the stipulations stated in this rule of the Home Electronic Incarceration Guidelines and Responsibilities of Employers.
      - A. \_\_\_\_\_ - A representative of the local union or similar organization has been consulted.
    - ii. \_\_\_\_\_ - We do not operate under any federal contracts at this time.

- 29. The Home Electronic Incarceration inmate is prohibited from participating in any strikes, walk outs, or other activities involving a leave from their workplace.
- 30. The employer must have a business license.
  - a. If a business license is not required in the businesses jurisdiction, a written waiver for exemption must be submitted to the Work Release Department prior to being reviewed.
- 31. All required paperwork must be turned in to the Work Release Department prior to the Home Electronic Incarceration inmate starting employment.
- 32. I agree to allow the search of the Home Electronic Incarceration inmate’s job site at any time as deemed necessary by Work Release Department or other jail staff.
- 33. I understand that Home Electronic Incarceration inmates have the right to be free from sexual harassment, abuse, and assault and may report sexual harassment, abuse, and assault to any staff member of the facility and/or contact the PREA Hotline.
  - a. If I become aware of any sexual harassment, abuse, or assault directed toward the Home Electronic Incarceration inmate, I will notify jail staff immediately.

I have read and understand the Home Electronic Incarceration Guidelines and Responsibilities for Employers and have received a copy for my use. In addition I will receive a copy of the Home Electronic Incarceration Rules and Regulations for reference. All rules and regulations of the program are subject to change at any time and once advised, I am expected to comply, if I have any questions or comments I will contact the Work Release Department.

Name of Business	Address	City	State	Zip
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Business Phone Number	Days and hours Employee Will Work
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Printed Name of Employer or Representative

Signature of Employer or Representative	Date
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Signature of Work Release Department Staff	Date
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