



ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL

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Charlottesville, VA 22902

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Colonel Martin Kumer
Superintendent

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Effective 10/13/2023

Outside Workforce Rules and Regulations

I will be expected to follow these rules and regulations, which will govern my conduct while on the Workforce Program. If I violate any of the following rules and regulations, I may be held in from work pending an investigation and due process. Additionally, I will follow all rules and regulations of the Albemarle-Charlottesville Regional Jail.

1. I hereby agree to release any and all information concerning myself so that I may be properly evaluated for the Workforce Program.
2. I understand that I have the right to be free from sexual harassment, abuse, and assault and can report any sexual harassment, abuse, or assault to any staff member of the facility and/or contact the PREA hotline.
3. I will be required to submit to a drug or alcohol screening prior to being put on to the Workforce program. This is to establish a negative base line for future testing. I understand I will not be able to participate in the program until all of my screenings are negative.
4. I agree to submit to random alcohol or drug screenings, or blood tests as directed by the jail staff while on the Workforce Program.
5. If I fail to provide a drug or alcohol screening, or blood test as requested, I will be held in from work until I provide one.
6. I will not leave any job sites/locations without supervision for any reason. If I leave my job site, I will be considered an escapee. A warrant will be sworn for my arrest and I will be prosecuted.
7. Workforce inmates are not allowed to drive. Workforce inmates are not permitted to operate any ride-on equipment, to include Gators, ride-on lawn mowers, tractors, or any other gasoline powered vehicles. If my supervisor would like for me to be able to operate ride-on equipment on the job site, approval must first be obtained from the Work Release Department.
8. If my job site should move for any reason, my supervisor must make notification to the Work Release Department prior to me moving to the new job site.
9. I am not permitted to drink, purchase, accept, physically use, and have in my possession or cause to be brought into the jail any alcohol, narcotics, or hallucinogenic drugs. This includes all medication, illegal drugs, and controlled substances.

10. I agree to immediately notify my supervisor and or jail staff upon me noticing any firearms, ammunition, weapons, drug paraphernalia, or any container that appears it could currently have or have had drugs stored inside.
11. I agree not to take any medications, to include over the counter medications, without prior notification to the Work Release Department staff and documented doctor's authorization.
12. Unauthorized visits are prohibited. I will not have friends or relatives visit me while away from the facility or on the job. All visits will be restricted to the facility during my scheduled visiting hours.
13. I will not have unauthorized contact with anyone; including jail staff, visitors, contractors, attorneys, or volunteers other than what is necessary to perform my job, both inside and outside of the facility. Any questions or concerns regarding the status or any other issue must be handled via the Inmate Request Form system to the appropriate department.
14. I am not to associate with inmates of the opposite sex in anyway.
15. I understand that I am not to use any telephone while at work. I further understand that I am not to use a cellphone or have one in my possession at any time.
16. I understand that I am not to have in my possession any cigarettes, tobacco products, E-cigarettes, vapes to include accessories, lighters, or matches of any kind.
17. I am not to bring anything into or out of this jail, exchange any contraband, which includes, but is not limited to mail or messages. Contraband is anything I am not allowed to have in my possession in accordance with the jail's rules and regulations.
18. I will be strip searched by an officer each day after I return from work. This will take place before I will be allowed to enter my housing area.
19. The Work Release Department will make periodic checks on my whereabouts and also check with my supervisor about my work status and progress.
20. I must conduct myself in a respectable manner while participating in a workforce program; obeying all federal, state, local and municipal laws and ordinances of the community in which I am employed.
21. I am required to be in jail issued clothing at all times.
22. I will be housed in a Work Release Center cellblock and I am responsible for keeping my bunk, personal property, and cell neat and orderly at all times.
23. I will be issued a workforce identification badge which must be carried and visible at all times. Upon my release or removal from the program, I must return my ID badge. Failure to do so will result in a \$5.00 charge.
24. I will be issued a pair of work boots that are to be worn only while outside of the facility. I am not permitted to take these boots with me if I am re-housed nor can I keep them upon being released from the jail. If the jail issued boots are damaged in any way, I will notify the Work Release Department staff in a timely manner.

- 25. I agree to allow the search of my person, property, transportation, or job site at any time as deemed necessary by the Work Release Department or jail staff.
- 26. Inmates due process rights – I understand that in the event I receive a Major Rule Violation that I am entitled to an impartial committee hearing as outlined in the hearing and appeals section of the Inmate Handbook. I also understand that I have the right to appeal any finding of guilt to the superintendent or designee.
- 27. I understand that if I am removed from the Workforce program due to a program violation, disciplinary reason, unsatisfactory work performance, or any other reason, I may be ineligible for any workforce status for a period of 90 days from the date of my last conviction.
- 28. I understand that all decisions made by the superintendent or designee are final.

I have read or had read to me and fully understand the rules and regulations of the Workforce Program. I realize that if I do not abide by them, it will result in my removal from the program and possible punitive and legal action may be taken. I have received a copy of these rules and regulations for my personal reference.

Printed Name of Applicant

Date

Signature of Applicant

Date

Signature of Work Release Officer

Date