



ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL

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Effective 10/13/2023

Guidelines and Responsibilities for Work Release/HEI Inmate Transportation

The following Rules and Regulations are for persons who transport inmates currently participating in a Work Release/HEI Program in any capacity. These rules and regulations must be signed prior to any person being allowed to transport a Work Release/HEI inmate.

Printed name of Work Release/HEI inmate being transported

1. You must be at least 18 years old to transport Work Release/HEI participants.
2. I will transport the Work Release/HEI inmate to and from the job site using the most direct route possible.
3. I will not make any stops while transporting the Work Release/HEI inmate unless it is a valid emergency.
4. I will immediately notify Work Release staff of any unauthorized stops should I make any while transporting a Work Release/HEI inmate.
5. If I am unable to continue transporting the Work Release/HEI inmate, I will notify the Work Release Department immediately to arrange transportation for the inmate.
6. Upon transporting the Work Release/HEI inmate to the designated job site, I will leave the premises immediately.
7. Inmates are not allowed to associate with inmates of the opposite sex; therefore they are not to be transported with inmates of the opposite sex under any circumstances.
8. I will provide a copy of my valid driver's license, vehicle registration, and auto insurance to the Work Release Department prior to transporting any Work Release/HEI inmates.
9. I will ensure that the vehicle I use to transport inmates is fully operational, in good standing in regard to its inspection, and is fueled.

10. I will contact the jail immediately if the Work Release/HEI inmate I am transporting fails to abide by the Rules and Regulations of the Work Release/HEI program.
11. I will provide a full description of the vehicle I will be using to transport the Work Release/HEI inmate. I will notify the Work Release Department if I change the vehicle I use to transport the Work Release/HEI inmate.

MAKE: _____ MODEL: _____

YEAR: _____ COLOR: _____

LICENSE PLATE: _____

STATE: _____

12. I will not leave keys in the ignition or leave my vehicle running while picking up or dropping off any Work Release/HEI inmates. If keys are found in my vehicle, they may be removed and the vehicle locked.
- a. Keys may be retrieved from the work release supervisor.
 - b. In the event this happens more than once, the driver may lose approval as an approved driver for the Work Release/HEI inmate.
13. I understand that the visitor/transportation guidelines will be strictly enforced. Shorts, revealing tops, tank tops, halter-tops, and tube tops are not allowed in this facility. Individuals will be turned away if their attire is deemed inappropriate.
14. My signature below authorizes the Albemarle Charlottesville Regional Jail to do a DMV background check of my driving record.

I have read and understand the Guidelines and Responsibilities for Work Release/HEI Inmate Transports. I understand that failure to abide by these rules and regulations will result in my removal as transportation for the Work Release/HEI inmate, and may result in the removal of the Work Release/HEI inmate from the program.

All rules and regulations of the program are subject to change at any time and once advised you are expected to comply.

Printed Name of Transportation Provider

DATE

Signature of Transportation Provider

Signature of Work Release Officer

DATE

PHONE NUMBER: _____