

## City of Fullerton

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### Work Furlough and Pay to Stay Inmate Worker Program

The Fullerton City Jail offers a Work Furlough and a Pay to Stay Program for individuals given the opportunity to serve their sentence in an alternate sentencing program. This is a fee-based program available to qualified men who have been convicted and sentenced to serve time in a city jail.

The **Work Furlough Program** is an opportunity for men to work or attend school in the community while serving their sentence at night and on weekends. Checkout times are established for morning releases and return for the evening check-in is based on the individual sentence. Times are normally between 6:00 A.M. and 8:00 A.M. with a return time of 12 hours later.

**Pay-To-Stay Inmate Worker Program** is an alternative to serving a sentence in County Jail. With the permission of the sentencing Court, men may select to serve their sentence in the Fullerton City Jail as inmate workers. Sentences are served on consecutive days, to include weekends.

Both Work Furlough and Pay-To-Stay Inmates are housed separate from all other inmates and will have minimal contact with non-sentenced inmates. Work Furlough and Pay-To-Stay Inmates assist with minor chores during their stay. These chores include cleaning, laundry, trash removal, etc. Applicants to these programs that are unwilling or unable to follow the rules and instructions given by the jail staff will be dismissed from the program.

The Fullerton City Jail is limited in size and ability to house all types of inmates. Due to these limitations, we do have some restrictions. In order to ensure that we are able to meet the inmate needs, all applicants need to submit an application, complete a medical questionnaire, and be interviewed prior to receiving approval to enroll in one of our programs. Once an application is received, the Jail Supervisor will contact the applicant and schedule an interview to discuss the program.

The Work Furlough or Pay-To-Stay Programs cost \$100.00 for the first two days and \$75.00 for each subsequent day for the remainder of the sentence. Accepted applicants will be required to make the first week's payment prior to starting their sentence. Inmates that have sentences beyond one week will be required to make payments the 1<sup>st</sup> and 15<sup>th</sup> of each month until all payments are collected. Once the sentence is successfully completed and all the payments are collected, the inmate will receive a letter of completion.

If you are interested in applying for the Work Furlough or Pay-To-Stay Programs, contact the Jail Supervisor at 714.738-6722.

[Download and complete this application](#) and bring it to the interview with the Jail Supervisor.



## **Fullerton Police Department Pay-To-Stay Program**

The City of Fullerton Jail is offering jail space for sentenced prisoners to serve their court ordered sentences within our facility. The Fullerton City Jail offers a lower key environment than exists at a county jail facility. The following policies and fees pertain to those who are interested in this program.

### **Limitations on Length of Time Served**

Time served in successive days is limited to 364 days. Inmates with sentences longer than the 364 days will be forwarded to a county facility.

### **Who Is Eligible**

Any sentenced prisoner meeting our booking requirements may serve their time in the Fullerton City Jail as long as the sentencing court approves their incarceration at a city facility (like ours) rather than a local county facility.

A copy of the acceptance letters will be sent to all parties concerned by Fullerton City Jail personnel.

Specific restrictions within our policies prevent certain individuals from serving time in our facility. They include the following:

- Drug addicts in withdrawal or who go into withdrawals during confinement
- Alcoholics in delirium tremors or who go into delirium tremens during confinement and inmates requiring drug rehab or alcoholic program during their stay at this facility
- Epileptics with a history of seizures
- Mentally deranged
- Female inmates
- Inmates who require multiple types of prescription medications
- Inmates on psychotropic medications
- Inmates with suicidal tendencies or have a history of suicide attempts
- Inmates with contagious diseases
- Inmates with diabetes or hypoglycemia whether or not they have prescription medications in their possession
- Physically disabled and unable to care for their personal needs

### **Medical Considerations**

Individuals paying to serve their sentence at the Fullerton City Jail must sign a waiver relieving the City of Fullerton from incurring any expenses associated with providing medical care while they are in the custody of the Fullerton City Jail. Such expenses will be the sole responsibility of the individual paying to serve their time at the Fullerton City Jail.

In the event an inmate needs non-emergency medical care, they will be released from custody in order to pursue such care on their own time. When the medical condition is improved, the individual may return with a medical release from their physician. The release must be without restrictions of follow-ups. The court will be notified that the time that has been ordered was not completed for the specified reasons. A return to our facility will require a new court order allowing the inmate back in the program without restrictions.

### **When Time Can be Served**

The inmate may arrange to serve the court ordered time within the guidelines of the court order. This is subject to available space in our jail facility.

### **Housing of Inmates**

All Pay to Stay inmates will be segregated in a semi-private cell designated for sentenced inmates. When cases arise that a cell will be shared, the cell will be shared with other Pay to Stay inmates. All Pay to Stay inmates will not housed with non Pay to Stay inmates.

Tours of the facility are offered to acquaint the potential inmate after acceptance into the program. An appointment is required.

### **Cost for the Pay to Stay Program**

\$100 a day for the first two days, and \$75 a day thereafter. All fees will be paid in advance unless other arraignments have been made prior to confinement.

### **Signed Agreement**

Any individual desiring to serve their time at the Fullerton City Jail must sign the application and other agreement documents, committing to adhere to the established rules of behavior for their stay at the Fullerton City Jail.

Should the inmate fail to adhere to any rules and regulations of the Fullerton City Jail, or fail to follow direction of any police personnel or Jail staff, he will be transferred to the county jail of jurisdiction with forfeiture of all fees paid to the City of Fullerton.

### **Work Furlough**

Work furlough is granted by the courts and not the Fullerton City Jail. All orders that allow work furlough will be specific in the days of the week and the times that the inmate is granted the furlough. The Fullerton City Jail releases at 6 am and the inmates are to return no later than 6 pm.

### **Application Process**

A Fullerton City Jail application will be completed in full. Any omissions or questions that are not answered will result in a delay of processing the application or a denial in accepting the applicant into the program. All applicants will provide a copy of all current orders that describe the charges they have been charged with or convicted of. A copy of the applicant's driver's license or government identification is also required. If the applicant is represented by an attorney, the attorney's information will be provided by the applicant with the following information.

- Name
- Address
- Office phone number and fax number

### **Inmate privileges and items allowed into the Fullerton City Jail**

**Clothes:** Will consist of working clothes, such as jeans, tennis shoes, t-shirts (colored is allowed) no designs on shirts, white socks, sweat shirts and sweat pants are allowed (no hoods), belt, inexpensive watch, no jewelry; however a wedding ring is acceptable. Inmates will wear the orange jump suit top that reads "FPD INMATE" any time they are out of their cell.

**Personal items:** Pillow case and pillow, blanket, shaving gear (electric razor is acceptable) and hair maintenance supplies. All gear will be stored in your assigned locker.

**Food:** Small items that are able to be heated up in the oven or microwave. Limit the supplies to a week long as storage space is at a premium. Popcorn, Cup of Soup, cereal, beef jerky, soda, gator aid, are acceptable. All items will be searched and approved by the on duty jailer.

**Money:** No more than thirty dollars (\$30.00) at any given time. The money will be held in the property drawer in the Jail office in a property bag. Money will be disbursed as requested by the inmate and at the convenience of the jailer.

**Laptop & Cell Phones:** The jail staff may grant the sentenced inmate permission to use their own laptop computer and cell phones in certain situations.

**Note:** All of the above items are privileges and may be revoked because of violations of jail rules or regulations or misuse by the inmate

## **Inmate Worker Policy**

### **50.1 PURPOSE & SCOPE**

The following section applies to inmates who have been ordered by the court to be housed at the Fullerton City Jail for an extended period of time.

### **50.2 INMATE WORKER REGULATIONS**

Inmate workers shall be advised it is a privilege to be able to serve a court imposed detention sentence as a trustee in the Fullerton City Jail. They should not forget that in return for this privilege, they are expected to comply willingly with the regulations for inmate workers of the City Jail. Violation of these regulations will result in disciplinary action, up to and including, removal of inmate worker privileges.

If inmate worker privileges are removed, the inmate will be sent to Orange County Jail to serve the remainder of his/her sentence. Every inmate worker is expected to read, understand, sign, and comply with all of the regulations listed below:

#### **50.21 CONDUCT**

- a) An Inmate Worker is prohibited from all of the following:
1. Work without a shirt unless authorized to do so.
  2. Wear dirty or torn clothing.
  3. Leave quarters unless fully dressed.
  4. Clutter inmate worker quarters.
  5. Lie on bunk with shoes on.
  6. Use only the rest room in the inmate worker quarters.
  7. Converse with citizens, police personnel, or inmates, except as required to perform assigned tasks.
  8. Use loud or profane language, quarrel, or fight.
  9. Engage in horseplay.
  10. Leave station area.
  11. Gamble.

12. Accept money for/from anyone.
13. Possess or consume alcoholic beverages or any form of narcotic.
14. Loiter anywhere in the building or jail office area.
15. Read papers from files or on desktops.
16. Rummage through wastebaskets or trash bins or remove items from the trash. Items in wastebaskets or trash bins shall be considered waste material or contraband.

b) Inmate workers shall:

1. Obey orders promptly and willingly.
2. Follow rules and regulations of the jail.
3. Be clean shaven, and neat.
4. Stay in inmate worker quarters when not working.
5. Inform visitors about visiting days and hours, and what they can and cannot bring into the facility.
6. Work in harmony with other inmate workers.
7. Stay out of all files and desks.
8. Air all grievances through the proper chain of command.

## 50.3 SUPERVISION & DISCIPLINARY ACTION

a) SUPERVISION

1. The jailer will have direct supervision over all inmate workers.
2. All inmate workers will promptly obey the orders of the jailer or any police officer. If obeying such orders will cause previous orders to be violated, the inmate worker will so inform the person giving the orders of that fact and then follow the last orders given.

b) DISCIPLINARY ACTION

The authority for disciplinary action lies solely with the Services Division Commander and is administered by the Jail Supervisor.

## 50.4 PERSONAL APPEARANCE & HYGIENE

a) APPEARANCE

1. All inmate workers shall be clean shaven and neatly dressed at all times.
2. Long hair styles are deemed a privilege. Haircuts will be obtained as deemed necessary by the Jail Supervisor.
3. All clothing will be clean. No personal civilian garments will be worn unless approved by the Jail Supervisor.

- b) **HYGIENE**
  - 1. Personal hygiene articles, such as razors, soap, talcum powder, and toothbrushes may be kept by the inmate worker at reception and these items may be received from visitors by the inmate worker.
  - 2. All inmate workers will bathe at least once daily or more often if supervision thinks either bathing or shaving is necessary to maintain good grooming.
  - 3. Clothing will be changed at least every three days and daily when deemed necessary by the jailer.

## 50.5 MAINTENANCE OF QUARTERS

- a) Inmate worker quarters must be kept neat and clean at all times.
- b) Bunks will be made up no later than 0600 hours.
- c) Mattress covers and bedding will be changed weekly.
- d) All clothing and personal items must be properly cared for and properly stored.
- e) No items will be allowed in quarters which are not allowed in the detention facility unless permission is given by the Jail Supervisor.
- f) Food may only be stored in the inmate worker's locker when it is obtained from an outside source. The jailer will screen such food items.
- g) Unless working in the detention facility, or on an outside assignment, an inmate worker is to remain in his quarters. If an inmate worker repeatedly loiters in the detention facility, away from his quarters, he may be locked down.
- h) An inmate worker shall not address any jailer, officer, employee, or citizen (other than a personal friend or relative), by his/her given name. He shall address employees by their title, and when known, their surname.
- i) An inmate worker shall not hold any form of communication, or have any physical contact with inmates held at the detention facility, unless directed to do so by an officer or jailer.

## 50.6 INMATE WORKER PRIVILEGES

### 50.61 VISITING PRIVILEGES

- a) **VISITING HOURS**
  - 1. Regular visiting hours:

Wednesday	1730 hours	-	2030 hours
Sunday	1330 hours	-	1630 hours
Holidays	1330 hours	-	1630 hours
  - 2. Special visiting hours may be designated in emergency cases only and require the approval of the Services Division Commander or the Jail Supervisor, and in their absence, the Watch Commander.
- b) **VISITORS** - Inmate workers may receive two (2) adults and one (1) child as visitors twice weekly for a period not exceeding 60 minutes. The Watch Commander must approve

visitors under the age of 18, unless accompanied by a parent.

1. All visiting shall take place in the breezeway at the west end of the police facility.

c) **PACKAGES & GIFTS FROM VISITORS**

The jailer will screen all packages and items from visitors, including food, before it is given to the inmate worker.

**50.62 MAIL PRIVILEGES**

Reference: Title 15, § 1063, California Code of Regulations.

- a) There is no limitation on the volume of mail that an inmate worker may send or receive.
- b) All incoming mail shall be received by the jailer. It will be examined before it is turned over to the inmate worker to whom it is addressed.
- c) All outgoing mail is to be given to the jailer in a stamped, unsealed, addressed envelope ready for mailing. Inmate workers shall use the following return address on all outgoing mail:

Fullerton City Jail  
237 W. Commonwealth Avenue  
Fullerton, CA 92832 (Revised 1/1/96)

- d) Mail is not to be read by the jail staff, except where there is a valid security reason to justify such action and the Services Division Commander approves. The reason shall be documented in the jail incident book when review of mail is approved and thus occurs.
- e) Inmate workers may correspond confidentially with state and federal courts and any member of the State Bar or holder of public office, and State Board of Corrections. Jail staff may open and inspect such mail only to search for contraband, cash, checks, or money orders. Such searches shall be conducted in the presence of the inmate worker.
- f) Inmate workers may correspond confidentially with the Support Services Division Commander.
- g) Inmate workers without funds shall be permitted at least two (2) postage free letters each week to permit correspondence with family members and friends. There will be no limitation on the number of postage free letters to his/her attorney or the courts.

**50.63 TELEPHONE CALLS**

- a) The pay telephone in the jail holding area may be used by inmate workers for telephone calls.
- b) Inmate workers will be allowed to use the pay telephone at any time, providing the inmate worker's work is completed and no inmates are in the holding area.
- c) Telephone calls are to be made between the hours of 0800 hours and 2000 hours.
- d) Inmate workers will be allowed to keep change for the telephone on their person.
- e) Use of the telephone is considered a privilege which may be taken away for violation of the

rules. The Services Division Commander has the authority to cancel telephone privileges after review of alleged rule violation(s).

#### **50.64 DETENTION FACILITY OFFICE & DOCUMENTS**

a) OFFICE

1. Inmate workers are not to enter the jail office for any reason unless a jailer is present.
2. Inmate workers are not to open desk drawers or cabinets, or remove papers, or any other items contained within the jail office.

b) DOCUMENTS

Inmate workers are forbidden to read and/or have in their possession, any police report, report forms, or other documents found within the detention facility.

#### **50.65 WORK SCHEDULE AND DUTIES**

The following schedule applies to all inmate workers:

0430 hours	-	Inmate worker awakened by jailer
0445 hours	-	Begin preparation of breakfast meal
0515 hours	-	Serve confined inmates breakfast
0600 hours	-	Pick-up breakfast trays
0700 hours	-	Clean-up jail office
0800 hours	-	Cleaning of parking
0830 hours	-	Begin cleaning cells and cell blocks
1100 hours	-	Prepare lunch for jailer and inmates
1230 hours	-	Clean shed at gas pump
1245 hours	-	Complete cleaning cell blocks and cells
1545 hours	-	Clean shed at gas pump
1600 hours	-	Prepare dinner for jailer and inmates, clean kitchen after use
1700 hours	-	End of work day
2000 hours	-	Lock down and lights out

**NOTE:** There will be occasions when the schedule will be altered in order for the inmate worker to perform a special assignment not listed in the general instructions. Wednesday evenings (visiting night), lock down time and lights out will be 2045 hours.

#### **50.66 JANITORIAL**

- a) Empty all trash cans, and sweep and mop all floors.
- b) When cells are unoccupied, with the jailer's permission, the inmate worker will sweep, mop, wipe all bars, pick up and remove all trash, clean the toilets and sinks with cleaner, check and remove all marks from the walls and ceilings, change and wash all mattress covers and fold all blankets. Blankets will be washed as required.
- c) At various times, inmate workers will be required to clean a police unit or van. Inmate workers may also be required to perform various tasks around and in the police station.

## 50.67 FREE TIME

- a) When an inmate worker's services are not required and the daily cleanup duties are completed, the inmate worker is free to relax in his/her quarters or watch television. The inmate worker will remain in his/her quarters unless called upon. The inmate worker is not to loiter in the office area when his/her presence is not required, especially when inmates are being received. This is **MANDATORY** when female inmates are present.
- b) The television will be turned off by 2330 hours. The television privilege may be rescinded at the discretion of the jailer.

## 50.68 GOOD TIME AND WORK TIME

- a) Provided the inmate worker conforms to all rules and regulations required for each six (6) day period of confinement, one (1) day will be deducted for "good time" and one additional day will be deducted for "work time."
- b) No deduction will be made unless the prisoner is committed for six (6) days or longer.

## 50.69 RECREATION AND EXERCISE

Inmate workers are allowed to exercise in a "designated area" for a minimum of three (3) hours of activity over a period of seven (7) days. Security and welfare for the inmate worker's recreation period shall be as follows:

- a) All doors and gates shall be closed and secured.
- b) The general public will not be allowed in the area. Police personnel should not be in the area unless directly supervising the inmate.
- c) If the "designated area" is needed for official business during the recreation period the inmate worker shall be temporarily directed to a secure location.
- d) The Inmate worker's exercise times shall be posted in the sally port and jail.

## 50.7 KITCHEN

The preparation and the serving of meals will be under the direct supervision of the on duty jailer. Jail personnel will refer to the "Food Services Sanitation Manual" issued by the Environmental Health division of the Orange County Health Agency that is maintained in the jail office.

A physician will medically clear an inmate worker prior to the inmate worker being utilized to prepare and serve meals to other inmates. If an inmate worker shows any sign of illness, the inmate worker will not be used in the preparation and serving of meals until the inmate has received a medical clearance to do so.

The jailer will inspect the inmate worker prior to the preparation and service of meals to ensure the following:

- a) Inmate worker's clothing is neat and clean.
- b) Inmate worker washes his/her hands thoroughly with soap and hot water before the preparation and the serving of meals and the handling of any kitchen utensils and after using

the rest room.

- c) Inmate worker wears suitable covering to confine hair to prevent the contamination of food or utensils.
- d) Inmate will wear protective gloves while serving the meals.
- e) Inmate worker shall not commit any act, which may result in the contamination or adulteration of any food, food contact surface or utensil.



# FULLERTON POLICE DEPARTMENT – DETENTION FACILITY PAY TO STAY INMATE APPLICATION

Name \_\_\_\_\_  
Last First Middle Initial

Date of Birth \_\_\_\_\_ Driver's License \_\_\_\_\_  
Number State

Address \_\_\_\_\_  
Street Apt. # City State Zip

Home Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

Emergency Contact \_\_\_\_\_  
Name Phone Number

### MEDICAL INFORMATION QUESTIONNAIRE

*Do you have any of the following medical problems? If yes, check symptoms on list.*

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> Allergies       | <input type="checkbox"/> Fracture/Sprain | <input type="checkbox"/> Hypertension    | <input type="checkbox"/> Tuberculosis     |
| <input type="checkbox"/> Dental Problems | <input type="checkbox"/> Heart Trouble   | <input type="checkbox"/> Major Surgery   | <input type="checkbox"/> Venereal Disease |
| <input type="checkbox"/> Diabetic        | <input type="checkbox"/> Hepatitis       | <input type="checkbox"/> Psych. Problems |   |
| <input type="checkbox"/> Epilepsy        | <input type="checkbox"/> Herpes/AIDS     | <input type="checkbox"/> Psych. Hospital |   |
| <input type="checkbox"/> Fainting Spells | <input type="checkbox"/> HIV Positive    | <input type="checkbox"/> Seizures        |   |
- Asthma – Type of Inhaler \_\_\_\_\_ Frequency \_\_\_\_\_
- Other \_\_\_\_\_

- Are you currently under the care of a doctor for medical or psychiatric reasons?  No  Yes
- Are you taking or do you need to take any prescribed medications?  No  Yes
- Have you had a recent head injury in the last 72-hours?  No  Yes
- Have you ever attempted suicide?  No  Yes When? \_\_\_\_\_ Method? \_\_\_\_\_
- Are you thinking about suicide now?  No  Yes

Who is your medical insurance carrier? \_\_\_\_\_

Policy Number \_\_\_\_\_ Contact Number ( ) \_\_\_\_\_

*I \_\_\_\_\_, agree to follow the rules and regulations of the City of Fullerton Police Department Trustee program at all times. I understand that failure to obey all rules or inability to pay all required fees will result in termination of participation in the program. Termination of participation in the program will result in my being remanded into the custody of the Orange County Sheriff to complete the remainder of my sentence. It is further understood that removal from the program may result in the loss of any and all good timel/work time accrued. I acknowledge receipt of the inmate worker regulation manual.*

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
DATE

APPROVED:  Yes  No

\_\_\_\_\_  
Detention Facility Manager



## MEDICAL TREATMENT RELEASE AGREEMENT

As a participant in the City of Fullerton Police Department Pay-to-Stay Inmate program, I understand that any medical treatments I may require while being held as a Fullerton City Jail inmate are my sole responsibility. I hereby agree to hold the City of Fullerton; it's Police Department, and all City personnel, harmless and free from any financial responsibility associated with such treatment.

Should I require emergency medical care while in the custody of the Fullerton City Jail, I agree to assume full responsibility for all fees associated with such care. Should non-emergency medical care be required while I am in custody, I understand that I will be immediately released from custody in order to seek such treatment on my own. I also understand that I will be allowed to return to the Fullerton City Jail in order to complete my court-ordered sentence when my personal health allows me to do so. Those arrangements must be made with the Senior Jailer per the policies of the City of Fullerton.

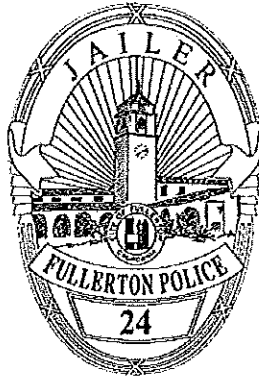
I understand, and the City of Fullerton agrees, that there will be no additional expenses required should I be released from custody early for medical reasons and return later to complete my sentence. In such cases, the fees paid in advance for my stay in the City of Fullerton Jail will be applied to my later stay.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Witnessed: \_\_\_\_\_

Date: \_\_\_\_\_



## FULLERTON POLICE DEPARTMENT JAIL PAY-TO-STAY PROGRAM

### DEFENDANT'S AGREEMENT TO FOLLOW RULES AND REGULATIONS

I, \_\_\_\_\_ agree to adhere to the established Rules and Regulations of the Fullerton City Jail while serving time in that facility under the "Pay to Stay" Program.

I will also follow the direction of the on-duty Jailer regarding my behavior while serving my court-ordered sentence.

I understand that should I violate any Rule or Regulation, I may be disqualified from the Program, Immediately released from custody, and directed back to Court. I also understand that under such circumstances, I will forfeit all fees pre-paid to the City of Fullerton.

I am aware that the City of Fullerton will pursue prosecution for all violations of the law committed by inmates while in the City jail.

\_\_\_\_\_  
Defendant's Signature Date

\_\_\_\_\_  
Jail Supervisor's Signature Date