



OAKLAND COUNTY SHERIFF'S OFFICE

Policies and Procedures

	NUMBER 385	DATE August 16, 2022
SUBJECT: SCREENING CRITERIA AND PROCESSING FOR WORK/SCHOOL RELEASE TETHER PROGRAM	DISTRIBUTION A,B,D,E,M-Program Services Classification Agents	
REFERENCE:	Rescinds and replaces Policies and Procedures No.320, dated May 16, 2017	

POLICY

Court-ordered commitments for work and school release status shall be considered automatic tether custody incarcerations. The following criteria and processing shall be utilized for all placements of inmates on school and/or work release tethers.

PROCEDURE

1.0 SCREENING CRITERIA

- 1.1 The court must authorize inmate participation in Work/School Release Tether Program.
- 1.2 THE INMATE SHALL NOT HAVE A CURRENT OFFENSE CONVICTION FOR:
 - A. Criminal Sexual Conduct or Attempted Criminal Sexual Conduct I, II, III or 4th Degree
 - B. Assault or Attempt Assault with intent to Commit Criminal Sexual Conduct
 - C. Sexual Child Abuse activity
 - D. Sex Offender-Fail to Register
 - E. Stalking {felony}
 - F. Escape and/or Attempted Escape {from a secured facility}
 - G. Violation of Probation with one of the above referenced offenses as the underlying charge.
 - H. Any other charge(s) deemed not appropriate for the Work/School Release Tether Program.
- 1.3 The Inmate shall not have outstanding warrants/holds/unpaid bonds.
- 1.4 An inmate who has been removed from Work/School Release Tether status for drug/alcohol abuse, escape/attempted escape/walkaway, and/or removed for rule violations shall not be reinstated to Work/School Release Tether status during their current incarceration unless ordered by the Court.

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- 1.5 Inmates shall be processed for Work/School Release Tether as soon as possible after their admittance into the Oakland County Jail. The inmate will provide written documentation verifying their employment/school and must have the minimum entry processing fee in their inmate account.

2.0 PROCESSING AN INMATE FOR THE WORK/SCHOOL RELEASE TETHER PROGRAM

2.1 BOOKING

- 2.2 Booking Staff will place the Judgment of Sentence form indicating the inmate has been sentenced to Work/School Release Tether along with accompanying letter of employment, in a clearly marked area within the Booking Unit.

2.3 TETHER PROGRAM STAFF

- 2.4 The Tether Program Staff will retrieve the Work/School Release Tether paperwork at the Start of their workday, and again at 1:00 p.m. Tether staff will then contact Classification to verify that the inmate is eligible for Work/School Release Tether and Classification to verify that the name is eligible for Work/School Release Tether and Classification will make a notation in the Jail Management System.

- 2.5 The Tether Program Staff will verify the inmate's employment and ensure that he/she has sufficient funds in their inmate account to cover the first payment installment of the tether costs. If the inmate is not employed, does not have a letter from their employer, or does not have sufficient funds, the Tether Program Staff will then meet with the inmate to assist them in obtaining the necessary items. Documentation will be made of the inmate's Work/School Release status by entering a comment in the inmate jail database. For example: "Inmate has employment letter but no money".

- 2.6 If the inmate has an employment letter and has sufficient funds, the Tether Program Staff will contact a Booking Supervisor and request a LEIN be run on the inmate for any active warrants, and to identify and Personal Protection Orders (PPO). If a PPO is discovered, Booking staff will then provide the Tether Program Staff with the name and address of the protected person.

- 2.7 Upon clearance of LEIN, the Tether Program Staff will interview the eligible inmate, review work/school release documents, verify home/work inclusion zone, verify exclusion zones if appropriate, and complete all necessary paperwork for admission into the Program. The program rules and regulations will be explained to the inmate, and he/she will sign for them.

2.8 VISITATION

2.9 The Visitation Staff will keep a file for any Work/School Release Tether paperwork (letter of employment/school) brought to the jail. This file will be checked by the Tether Program Staff daily. The Visitation Staff will notify the Tether Unit if money is placed in an inmate account for the Work Release Tether and leave a voicemail message on the Tether Program phone line.

3.0 **RELEASE OF INMATE ONTO WORK/SCHOOL RELEASE TETHER**

3.1 TETHER PROGRAM STAFF

3.2 The Tether Program Staff will notify Booking and the tether monitoring service when an inmate is ready to be released onto tether. The tether monitoring service will come to the Oakland County Jail to install the equipment and conduct orientation.

3.3 BOOKING

3.4 Booking staff will generate a check with funds out of the inmate's trust account to cover the first payment installment made to the tether monitoring service. The Booking staff will release the inmate in accordance with the current release policies and procedures once the tether monitoring service has completed their installation and orientation. Work/School Release Tether inmates will have their status housing location changed to the appropriate facility and their file placed into the designated suspense drawer located in the Booking Unit.

3.5 Victim notification will be made in accordance with current practice prior to the inmate being released onto tether.

4.0 **VIOLATION OF WORK/SCHOOL RELEASE TETHER PROGRAM (WRTP) RULES AND TERMINATION FROM THE PROGRAM**

4.1 Failure to comply with the Work/School Release Tether Program rules and/or urinalysis and Breathalyzer testing will result in program violation.

4.2 If the participant violates the Work/School Release Tether Program, a member of the Tether Program will contact the inmate to notify them of their violation status. Tether Program staff will provide written notification regarding the inmate's violation to all judges who ordered the Work Release Program, requesting a hearing for violation of the program.

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- 4.3 If the participant has been booked into Oakland County Jail on a new charge, then a notice to the court will be sent for a hearing or order revoking Work Release Program to finish their sentence in jail.
- 4.4 Email notification will be sent to the Booking Supervisor, tether monitoring service, and the court of jurisdiction to inform them of the inmate's violation.
- 4.5 The participant is to keep the tether on and charged. Monitoring will continue by the tether company and the participant must continue to follow program rules until their judge decides the violation/status in the program. Participant remains responsible for payment of tether until their judge remands them back to jail for violation.

5.0 COMPLETION OF WORK/SCHOOL RELEASE TETHER PROGRAM

- 5.1 Inmates will report to the Booking Unit for tether removal and release upon completion of their sentence. Tether straps shall never be cut and established procedures must be followed for removal. Program releases will be processed according to the current release procedure by Booking Staff. All returned equipment will be taken and held for pickup by the tether monitoring service.
- 5.2 A Successful Completion letter will be sent to the participant and the court.



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