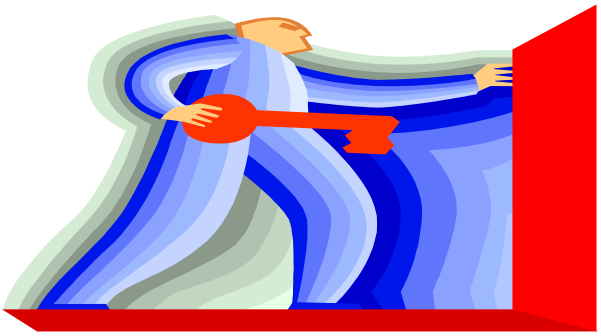

Pasadena Police Department – Jail Section

"Fee Paying-Inmate Worker" Program

The Pasadena Police Department offers has a *"Fee Paying-Inmate Worker"* program for qualified men and women who have been sentenced to serve time in jail.

WHAT IS THE INMATE WORKER PROGRAM? The *"Fee Paying-Inmate Worker"* program offers an alternative to serving time in the county jail. Men and women can serve time when sentenced to jail due to a misdemeanor conviction such as driving under the influence or a non-drug related case. Subjects with a history of violent behavior will not be admitted to this program. With the approval of the sentencing court, your time can be served in the modern, safe, clean and secure environment of the Pasadena Police Department Jail.

WHAT DOES IT COST? **$143.00 per day.** Fees are due in advance and are only accepted in the form of either a money order or cashier check. There is a one-time administrative fee of **$64.00**.

HOW CAN I SERVE MY TIME? There are two ways to serve the sentenced time:

WORK FURLOUGH – With court permission, subjects can maintain their work schedule by serving weeknights in jail. Checkout times are established for both morning releases and evening returns to jail. Times are usually 7:00 p.m. to 7:00 a.m. or 8:00 p.m. to 8:00 a.m.

STRAIGHT TIME – Subjects serve their sentences on consecutive days. This may include weekends.

HOW IS MY TIME CALCULATED? Time is calculated on an hour for hour basis.

WORK FURLOUGH – If you report for two nights (12 hours each night), you will receive credit for one day (24 hours).

STRAIGHT TIME – If you report at 8:00 p.m. on Friday night and check out at 8:00 p.m. on Sunday night, you will receive credit for two days (48 hours).

WHAT IS GOOD TIME / WORK TIME? Judges may award sentenced subjects "Good Time/Work Time" (GTWT) credit. This credit is earned during your stay if, you serve your time in an acceptable manner, without violating jail rules or committing another crime while in custody. You must have been sentenced to eleven or more days to begin receiving GTWT credits.

WILL I BE HOUSED WITH OTHER PRISONERS? *"Fee Paying-Inmate Workers"* are housed separate from all other inmates and will have minimal contact with the regular inmate population, during meal service. Inmate Workers are required by law to work outside of their cells for a minimum of 4 hours each day. As a result, you will assist with minor chores such as food preparation, light cleaning, laundry, trash removal, etc. Subjects who are unwilling or unable to follow instructions will be dismissed from the program.

CAN I BRING PERSCRIPTION MEDICATIONS? The Pasadena Police Department Jail will not accept persons with serious medical problems or requiring the administration of multiple medications. Subjects are permitted to bring one (1) prescription medication, with the approval of the Jail Administrator, in the original prescription bottle, providing that the label bears the pharmacy's name, your name, the type of medication and the required dosage. If an applicant is requiring multiple medications his application will be reviewed for approval into the program.

WHAT PROPERTY MAY I BRING WITH ME? Payment in the form of a cashier's check or money order, photo identification, one change of undergarments (e.g., a T-shirt, one pair of underwear, one pair of socks you may bring more clothing depending on sentenced confinement time). You may bring your prescription glasses or contact lenses & solution. Permitted toiletries include, one pillow, travel-size toothbrush, toothpaste, shampoo and deodorant. One pair of closed toed shoes and a pair shower shoes if desired, (shower shoes only worn inside the trustee housing unit) one Bible, book or magazine (non-pornographic). The only permitted jewelry is a watch. Smart Watches are NOT allowed. Smoking is not permitted. Snacks and microwaveable meals are permitted.
(See authorized items page for furth details) Please arrive with all of your permitted items in a plastic or paper bag.

MAY I HAVE VISITORS? Visiting Hours for *Fee Paying Inmate Workers* are daily, between 3 and 7 PM

WHERE ARE YOU LOCATED? The Pasadena Police Department Jail is located at 207 N. Garfield Avenue. From the 210 Freeway, exit south onto Marengo Ave and turn left at Walnut Street. Proceed east, one block to Garfield Avenue and turn right. We are on the southwest corner of Garfield Ave and Walnut Street.

IS PARKING AVAILABLE? We encourage you to have someone drop you off to complete your stay. If this is not possible, fee based parking is available in the county parking structure. This structure is located directly behind the police building on Thurgood Marshall Street.

HOW CAN I SERVE MY TIME AT THE PASADENA JAIL? During your sentencing proceedings ask the court to allow you to serve your sentence in the Pasadena City Jail. You will also need to ask for a Court Commitment Order, which states your name, the charge and the sentence (time) to be served. Make sure the court indicates on the Commitment Order that your time may be served at the Pasadena City Jail.

HOW DO I APPLY? Contact the Pasadena Police Department at (626) 744-4616 to request a *"Fee Paying-Inmate Worker"* application. We'll send the application either by email or fax within 24 hours of your request. Complete the application, and return it with your Court Commitment Order by fax or mail. **A current negative TB test will also be required at time of application.** If your application meets our qualifying criteria, you will be contacted and we'll schedule a start date to serve your sentence.

If you have any questions, contact the Jail Supervisor at (626) 744-4617 or via **FAX** (626) 744-4588

DO NOT FAX THIS ENTIRE PACKAGE.
Fax only your completed application, court commitment order and current TB Test.

PASADENA POLICE DEPARTMENT – JAIL SECTION

Fee Paying–Inmate Worker Application

Applicants Name _____
(Last) (First) (Middle)

Aliases: _____

Address _____
Number Street City State Zip Code

Birthdate _____ Age ____ Sex ____ Race ___ Hair ____ Eyes ____ Height ____ Weight ____

Driver License Number _____ State _____ Social Security Number _____

Home Phone (_____) _____ Work Phone (_____) _____

Pager (_____) _____ Cellular Phone (_____) _____

Employer _____ Occupation _____

Address _____ Health Care Provider _____

In Case of Emergency, Notify: Name/Relationship _____

Home Phone (_____) _____ Work Phone (_____) _____

Address _____

Do you have any medical problems? _____ Are you taking prescription medication? _____

What were you convicted of ? _____ How much time do you have to serve? _____

When do you want to start serving your sentence? _____

Which program are you interested in? (Circle One) Work Furlough Straight Time

Applicant Signature _____ Date _____

**Complete this application and fax or mail it along with a copy of your*
***COURT COMMITMENT ORDER**, **Current TB Test,** to:*

Pasadena Police Department – Jail Section
ATTN: Jail Supervisor
207 N. Garfield Avenue
Pasadena, CA 91101
or FAX to
(626) 744-4588

Pasadena Police Department

"Fee Paying Inmate Worker Program"

AUTHORIZED ITEMS FORM

Name: _____ _____ _____
Last First Middle

Unless written authorization has been obtained from Jail Supervision prior to being admitted into the "Fee Paying Inmate Worker Program," only the following listed items are allowed in the possession of program participants, during periods of confinement.

- Comfortable clothing and closed- toed shoes **(No steel toed shoes, ball caps or belts)** shower sandals are allowed.
- 1 clean t-shirts (depends on confinement time).
- 1 clean pair of socks (depends on confinement time).
- 1 change of underwear or for females sports undergarment no wire(d). (depends on confinement time)
- 1 bath towel.
- 1 pillow.
- Photo identification (government issued ID or passport).
- Watch- **No Smart Watches (no other jewelry permitted).**
- One prescription medication. Must have inmates name, dosage and issuing pharmacy clearly affixed to label/container **(retained by staff).**
  If more than one medication. The application must be reviewed by the Administrator for approval.
- 1 Bible, book or magazine (non- pornographic).
- 1 toothbrush, toothpaste shampoo and deodorant.
- 1 small hairbrush or small comb **(No picks allowed) (No razors).**
- 1 pair shower shoes.
- Snacks (store bought) as long as snack items are sealed upon check in.
- Microwaveable meals (store bought) as long as sealed (2 meals a day) upon check in.
- Bring all items in a paper or plastic bag.

All other items are considered contraband and may result in your immediate removal from the "Fee Paying Inmate Worker Program"

I have read, been given the opportunity to review and ask questions about each item listed on this form. My signature indicates that I fully understand each of the above listed conditions and my signature below indicates my agreement to follow the listed restrictions.

I understand that any violation of these restrictions may subject me to disqualification from the Pasadena Police Department's "Fee Paying Inmate Worker Program" and a loss of fees.

_____ _____
Signature Date

_____ _____
Printed Name Booking Officer / ID#