

ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL

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Col. Martin E. Kumer, Superintendent

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Work Release Department

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HOME ELECTRONIC INCARCERATION
GUIDELINES AND RESPONSIBILITIES FOR EMPLOYERS

The following information is to be used as a guideline and a reference of your responsibilities as an employer of a Home Electronic Incarceration inmate. Home Electronic Incarceration inmates are incarcerated inmates who are permitted to live at home, continue employment and continue earning an income while serving sentences for crimes they have committed. This allows for the inmate to continue supporting their families while also paying any fines and court cost incurred by the court. A very small percentage of inmates are given this opportunity and the Work Release Department as well as the Albemarle-Charlottesville Regional Jail takes the responsibility of operating this program very seriously. If an inmate violates any one of the rules and regulations as set forth by the Home Electronic Incarceration program they will be removed from the program and not given another opportunity to participate in the program during their current confinement. We ask that you as an employer take your responsibility just as seriously.

1. You must pay all salaries accruing **INCLUDING TIPS**, by business payroll check attached with a payroll check stub noting all applicable information i.e. hours worked including overtime, taxes and any other deductions must be noted. **Hourly Rate \$ _____**
2. Home Electronic Incarceration inmates must conduct themselves in a respectable manner during their release from confinement, obeying all federal, state, local and municipal laws and ordinances of the community in which they are employed.
3. If the Home Electronic Incarceration inmate violates any of the rules and regulations governing the Home Electronic Incarceration program, you must report the violation to the Work Release Department immediately. You will be provided a copy of these rules and regulations.
4. You must allow Work Release Department staff to visit the Home Electronic Incarceration inmate's job site at any time to discuss the Home Electronic Incarceration inmate's conduct and work performance with supervisory personnel.
5. The compensation of Home Electronic Incarceration inmates will be no less than minimum wage (**\$7.25 an hour**) and that of comparable workers.

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6. You may not employ Home Electronic Incarceration inmates under conditions less than acceptable minimum standards.
7. Must be employed within a 35-mile radius of the jail, Nelson county inmates will be handled on a case by case basis.
8. Home Electronic Incarceration inmates must provide their own transportation to and from their place of employment. The Work Release Department will approve three people to transport them and they must provide a copy and proof of valid drivers license and auto insurance to the Work Release Department prior to being allowed to transport the HEI inmate.
9. Must have employment that does not require driving. Home Electronic Monitoring inmates are **NOT** allowed to drive for work.
10. The Work Release Department must approve all tasks needing to be completed on a computer while at work. The Work Release Inmate is only to utilize a computer for work purposes i.e. typing/printing documents. The Work Release Inmate shall not use their place of employment to conduct personal business such as checking email, surfing the internet, engaging in any online programs/schools or making any unauthorized contact or business transactions.
11. If your employer wants you to work hours other than those designated, he or she must contact the Work Release Department as far in advance as possible so verification and schedule adjustments can be made.
12. The Home Electronic Incarceration inmate **WILL NOT** leave your job site for any reason.
13. **No employment working with or working for family members.**
14. Home Electronic Incarceration inmates will not take any **MEDICATIONS** to include over the counter medications, without prior notification of Regional jail staff and **DOCUMENTED** Doctors authorization.
15. You may not employ Home Electronic Incarceration inmates on a part time basis nor will they be allowed to work overtime.
16. The Home Electronic Incarceration inmate is required to report to the Work Release Department two {2} times a week to pay program fees and submit to random urinalysis testing. You agree to allow the participating Home Electronic Incarceration inmate to report should he be required or directed to do so during working hours.
17. Stationary employment is highly recommended. **[The employer must make provisions for daily notification to the Work Release Department prior to the inmate moving to a new job site]**. Failure to do so could subject the Home Electronic Incarceration inmate to removal from the program.

18. Home Electronic Incarceration inmates who are **CONVICTED FELONS** are not to have employment that requires them to serve, possess or sell alcoholic beverages. Establishments required to have and display a VA/ABC Liquor license are only allowed to employ Home Electronic Incarceration inmates in the capacity as a Busboy, Cook or other Kitchen help.
19. Unauthorized visits are **PROHIBITED**. Home Electronic Incarceration inmates are not allowed to have friends or family visit them while at their job site.
20. Must be supervised **AT ALL TIMES**.
21. Home Electronic Incarceration inmates will work no more than six [6] days a week, ten [10] hours a day, not including a half {1/2} hour lunch break. Employers will schedule a ten and one-half {10 ½} hour workday. The Work Release Department will determine the travel time necessary to enable the Home Electronic Incarceration inmate to proceed to their place of employment, complete their day's work and return directly back to their home.
22. A schedule for the Home Electronic Incarceration inmate must be submitted by the employer and approved by the Work Release department before the Home Electronic Incarceration inmate will be allowed to work. If the Home Electronic Incarceration inmate is on a rotating schedule it is the employer's responsibility to submit an updated and accurate work schedule to the Work Release Department no later than **Thursday at 3:30 PM**. Any schedule not received by that time will subject the Home Electronic Incarceration inmate to being held in from work.
23. You must cover the Home Electronic Incarceration inmate under applicable Workman's Compensation insurance or Social Security insurance and provide a copy of the paperwork to the Work Release Department. The Albemarle-Charlottesville Regional Jail is released from responsibility for any and all injuries incurred while on the job.
24. Home Electronic Incarceration inmates are expected to perform on the job as any other acceptable employee. Should you have any problems in this regard you should contact the Work Release Department immediately.
25. You agree to inform the Work Release Department if the Home Electronic Incarceration inmate **FAILS** to report to work, **LEAVES** work early, is **ABSENT** from their work assignment as scheduled or if he **REPORTS** to work under the influence of alcohol or drugs. Failure to do so will result in the Home Electronic Incarceration inmate not being allowed to return to work or being removed from the program.
26. Home Electronic Incarceration inmates are to report directly to their work assignment and are to return directly back to their home when they are released from their work assignment. If the Home Electronic Incarceration inmate fails to do this they may be placed on escape status and removed from the program.

27. If a Home Electronic Incarceration inmate's employment is terminated due to willful negligence, carelessness, lack of interest, motivation or discipline, it will be considered a program violation. It is for this reason that you must notify the Work Release Department so they may inform the Home Electronic Incarceration inmate of their employment status.
28. The following conditions must be met if you are an employer who has a **federal contract(s)**:
1. Representative of the local union central bodies or similar union organizations shall have been consulted.
 2. Employment shall not result in a displacement of employed workers, or be applied in skills, crafts or trades in which there is a surplus of available gainful labor in the locality, or impair existing contracts for services; and
 3. Rates of pay and other conditions of employment shall not be less than those paid or provided for work of a similar nature in the locality in which the work is being performed.
- _____ - We do have federal contract(s) and will abide by the stipulations stated in rule number 19 of the Employers Guidelines and Responsibilities for the Home Incarceration Program.
- _____ - We do not operate under any federal contracts at this time.
29. The Home Electronic Incarceration inmate is prohibited from participating in any strikes, walk-outs or other activities involving a leave from their workplace.
30. The employer must meet the guidelines and criteria as set by the Work Release Department:
- A. Have a business license – {if a business license is not required in the business jurisdiction, a written waiver for exemption must be submitted to the Work Release Department prior to being reviewed}.
 - B. Have workman's compensation insurance.
 - C. Abide by all Rules and Regulations as set by the Home Electronic Incarceration program.
31. All paperwork required by the Work Release Department must be turned in to the Work Release Department prior to the Home Electronic Incarceration inmate starting employment.
32. You agree to allow the search of the Home Electronic Incarceration inmate's job site at any time as deemed necessary by Work Release Department or Jail staff.

I have read and understand the Guidelines and Responsibilities for Home Electronic Incarceration Employers and have received a copy for my use. In addition I will receive a copy of the Home Electronic Incarceration Rules and Regulations for reference. Your participation and cooperation in the Home Electronic Incarceration program is greatly appreciated. With your continued cooperation and support, the program will continue to be a success. All rules and regulations of the program are subject to change at any time and you are expected to comply, if you have any questions or comments please do not hesitate to contact the Work Release Department.

Name of Business	Address	City	State	Zip
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Business Phone Number	Days and hours Employee Will Work
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Printed Name of Employer or Representative

Signature of Employer or Representative	Date
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Signature of Work Release Department Staff	Date
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