

Tarrant County Sheriff's Office
Labor Detail Participant Rules and Regulations
Telephone: 817-884-1638

1. You are required to report at 7:30 am. If you report later than 7:30 am, you are tardy. After 7:45 am, you will be sent home and the day will be counted as an unexcused absence. Your workday will be finished not later than 5:00 pm. The work week for the Labor Detail is Monday-Sunday. Failure to obey direction of staff/providers could result in removal from the program.
2. You will be given a lunch break. The Program does not provide meals. **You must bring your own lunch.** Leaving your work assignment or the Labor Detail facility without permission from the provider or a Labor Detail officer is prohibited.
3. Absences will not be tolerated. The courts will be notified of all misses and shall determine whether the absence is excused. A request for an excused absence from the court may include the following but not limited to:
 - A. Illness – If you fail to report due to an illness, you must get a doctor's release and give it to one of the Deputies, immediately. (Originals only, no faxes or copies). **Calling-in will not excuse you.**
 - B. Funeral- If there is a death in your immediate family (mother, father, child, sister, brother, grandmother, grandfather) and you need to attend the funeral, you must notify your case deputy. When you return, you must provide your case Deputy a copy of the obituary or funeral program. This will be verified.
4. Alcohol and Drug Use - You must not be under the influence of alcohol or drugs when reporting to the Program. Violations of this rule may result in your immediate arrest, and will result in removal from this program. Possession of any illegal drugs, alcohol or contraband while on this program will result in your immediate arrest and or removal from the program.
5. Prescription Medical – If you need to take prescription medication while on the program, it must be kept in its original container. You must inform one of the Deputies what type of medication you are taking, (This may determine your work assignment). If you get sick or hurt, notify a Deputy or the person in charge immediately.
6. Participants will not conduct personal business while assigned to the program. Under no circumstances will Participants accept any form of payment or gift from any assigned work location while working on this program.
7. **Electronic Devices: shall not be allowed while the Participant is on the program, including but not limited to cell phones, pagers, tablets, MP3 players, cameras, any device that is capable of uploading/downloading data and or recording or taking pictures.**
8. Tarrant County is a tobacco free work place environment, no tobacco products shall be allowed while assigned to the program. This shall include all electronic type smoking devices.
9. Participants are prohibited from having any reading materials while on the program, this includes but not limited to books, magazines, newspapers or any type of reading materials.
10. Participants are prohibited from having back packs, large containers or oversized purses. Participants are allowed to have one container per person. All containers are subject to search at any time at any location while assigned/scanned in.
11. Dress Code – The dress code will be strictly enforced. .

Men:

- No shorts or cut-offs
- No open toe shoes, sandals, house shoes or heels
- No half shirts, tank tops or sleeveless shirts
- No offensive logo or writing visible on clothes
- No short pants above the ankle
- No workout type pants
- Pants **MUST** be worn at the waist
- Clothing worn must not draw unnecessary attention

Women:

- No shorts or cut-offs
- No open toe shoes, sandals, house shoes or heels
- No halter-tops, half shirts or sleeveless shirts
- No offensive logo or writing visible on clothes
- No short pants above the ankle
- No workout type pants
- Pants **MUST** be worn at the waist
- Clothing worn must not draw unnecessary attention

Violations of the dress code may result in Participants not being allowed to work that day.

12. When you finish your last day of the program, you must report to the office for out-processing by one of the deputies. If you have any questions about the completion or your sentence or the program itself, contact one of the deputies in person no later than 4:00 pm. No personal case information will be given over the phone.
13. You cannot have a weapon of any kind (knives, firearms, mace, any sharp objects or any illegal device) in Labor Detail facilities or at work locations.
14. Verbal or physical abuse of providers, Labor Detail staff, other Participants, or citizens while Participating on the program can result in your being removed from the program and/or criminal charges being filed.
15. Intentional destruction/theft of private or government property or equipment shall result in criminal charges being filed and shall result in your removal from the program.
16. Participants requesting Light Duty shall be determined on case by case bases. Labor Detail Supervision shall determine Participants eligibility for Light Duty status.
 - A. You must have a Doctor complete a Labor Detail Light Duty form, listing restrictions such as walking, sitting, lifting, bending, standing. (Originals only, no Faxes or copies, all request shall be verified by Labor Detail Staff)
 - B. All persons on light duty status must report Monday thru Friday) There is no light Duty on weekends.
 - C. Light duty is defined as light cleaning, sorting, light trash pickup, light work with hands.
17. **Violation of Labor Detail Rules may result in removal from the program.**