



San Francisco Sheriff's Department

Sheriff's Work Alternative Program (SWAP) Attendance Rules

Violation of any rule may result in sanctions,
including removal from program and/or placement in the county jail.

- Participants shall be scheduled to work at least two fixed days per week. Any change to the schedule must be approved by a San Francisco Sheriff's Department sworn employee prior to the change.
- Participants will report every scheduled day by 8:00 AM and plan to work until 4:00 PM unless otherwise directed by Sheriff's sworn employee.
- Participants who arrive after 8:00 AM shall be listed as "Failure to Report" and will not be allowed to work at SWAP that day, nor will they earn SWAP credit for the day. A late bus, traffic, flat tire, auto problems, alarm clock malfunction, etc. will not be accepted as valid excuses.
- Participants may be excused from a scheduled day by a sworn employee of the Sheriff's Department. Excuses will not be accepted after the missed day if the excuse could have been requested before the missed day (i.e. court appearance, jury duty, probation appointment).
- Illnesses of participant and/or a family member may be excused, on a case by case basis, after written documentation is submitted.
- Employment conflicts or overtime work will not be accepted as valid excuses. This must be worked out prior to signing the SWAP agreement.
- There is no "light duty" at SWAP. All participants are expected to be able to accomplish their assigned tasks. Pregnant women, upon request and verification, may have their SWAP sentence suspended until 120 calendar days after the birth of their child (non applicable to out-of-county transfers).
- Any failure to report may result in a hearing before a SWAP supervisor and may result in the termination of the SWAP program attendance and return to custody. Out-of-county participants will be removed from the program and their file returned to their originating county without a hearing.

I understand and agree to all rules listed and understand that failure to follow all the rules may result in me being removed from the program, return to custody and a forfeiture of all fees paid.

Date: _____

Participant Name (print): _____

Participant Signature: _____