

Start Date: _____

Sheriff's Work Alternative Program

70 Oak Grove Street, San Francisco, CA 94107

(415) 575-6450 (415) 575-6452 (fax)



Work Days: _____

Fees: _____

Comments: _____

Fill out below. Giving false information may result in your rejection from the program.

Name: _____ DOB: _____ SSI: _____

Address: _____

Phone: _____ Race: _____ Sex: _____ ID #: _____

Employer: _____ Work Schedule: _____

Address: _____ Salary: _____

_____ Job Duties: _____

Phone: _____ Do you have a High School Diploma or GED? Yes No

List who you live with and their relationship to you:

Name(s): _____ Age: _____ Relationship: _____

_____ Age: _____ Relationship: _____

Emergency Contact:

Name: _____ Relationship: _____

Address: _____ Phone: _____

The Sheriff's Work Alternative Program requires the performance of manual labor such as vehicle washing, harvesting, trash collection and street sweeping.

Do you have any physical limitation that would prevent you from working? Yes No

If yes, explain: _____

Are you gang affiliated or are there parts of the city you can not go to? Yes No

If yes, explain: _____

Do you have any special skills (art, painting, construction) that could be used by SWAP? Yes No

If yes, explain: _____

I acknowledge receipt of the Sheriff's Work Alternative Program rules and I agree to follow them. I understand that a violation of any rule may result in loss of conduct credits, removal from SWAP and / or placement in the county jail.

Applicant's Signature

Date

Intake Deputy

Accepted? Yes No

Comments: _____



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: _____



San Francisco Sheriff's Department

Sheriff's Work Alternative Program (SWAP) Participant Rules

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

Participant must:

- Obey all orders by any Sheriff's Department employee or civilian work supervisor.
- Obey all federal, state and local laws.
- Notify SWAP deputy of any arrest or citation no later than the next day after it occurs.
- Submit to a search of his/her person, residence, automobile or property under their control by any sworn employee at any time and/or submit to a drug or alcohol test upon request.
- Not smoke while working.
- Not possess any weapon, alcohol or non-prescribed drug.
- Report to the SWAP program at 71 Morris Street, San Francisco for work by 8:00 AM on each day the person is assigned to work.
- Report to SWAP in appropriate work clothes suitable for the weather, including rain gear when needed. No shorts, capris, skirts, dresses or open toed footwear or footwear with a heel higher than one inch are allowed.
- Wear SWAP vest at all times unless directed to wear something else by staff.
- You may have your phone in your possession but it must be turned off except during your authorized meal break or with prior permission of a sworn employee. Participant may not listen to music, take pictures, play games, make calls, record sound, write emails or do anything else with his/her electronic device while he/she is performing SWAP duties.
- You cannot make any auditory or visual records while working SWAP.
- Not enter any commercial establishment unless given specific permission.
- Attend classes or presentations when directed Sheriff's Department staff.

I understand and agree to all rules listed and understand that failure to follow all the rules may result in me not receiving credit for the day, being removed from the program, a forfeiture of all fees and/or returned to custody.

Date: _____

Participant Name (print): _____

Participant Signature: _____



San Francisco Sheriff's Department

Sheriff's Work Alternative Program (SWAP) Safety Points

Sheriff's Department SWAP workers are detailed to numerous city agencies in many varied tasks. Each agency has its own unique work conditions and safety practices. The following points should be followed regardless of which agency you are assigned to.

- Wear proper shoes. Open toed shoes or shoes with a heel taller than one inch are not allowed.
- Be aware of how to bend and lift objects. Get help with heavy or awkward objects.
- When using any tool, make sure it is in proper working condition. Do not leave tools any place where someone may trip on them.
- Plan accordingly for the variable temperatures and sunlight levels that can occur because participants may work outside.
- Be careful when walking on uneven ground. Be aware of slip, trip or fall hazards.
- Gloves should be worn whenever you think you will come into contact with hazardous materials.
- Never reach into an area or put your hands where you cannot see (in bags, under news racks, around curbs).
- Never pick up needles unless you have been trained to do this and have the proper safety equipment.
- Do not touch dead animals.
- Notify whoever is supervising you of any suspicious or hazardous spills.
- Whenever there is a question about a task, ask the person supervising you for guidance.
- If injured, immediately notify the person supervising you.
- If you are asked to clean feces or other human debris you will be provided proper personal protection equipment per state and federal regulations.

I understand and agree to all these safety practices.

Date: _____

Participant Name (print): _____

Participant Signature: _____