

**WORK FURLOUGH**  
**SEC**  
**Application Procedure**

If you wish to be considered for SEC and/or Work Furlough, your application must be completed or it will be returned to you. If you are working, or want to work, you must turn it in to the Probation Department in the Courthouse with a **463 ~~\$60.00~~ non-refundable application fee.**

Your application should be turned in at least four weeks prior to your surrender date.

The Probation Officer will review your probation file, if you have one, check for pending cases, holds, warrants, other charges, and your previous/present custody behavior. Your employer will be contacted and your transportation arrangements must be acceptable and legal. Your employment must comply with Federal and State Law.

If you apply for SEC, other members of your household may be contacted and questioned.

You may submit any and all materials you wish to be considered.

If you are, or will be housed at **MADF**, you are ineligible for Work Furlough.

Anyone providing false information on their application will be denied.

## GENERAL INFORMATION ABOUT SUPERVISED ELECTRONIC CONFINEMENT

1. You must be sentenced, and have a place to stay within 30 miles of the Sonoma County border.  
If your sentencing Judge denies your participation in SEC, we will not consider you. If the Judge refers you to SEC, it does not mean you will be granted the program.
2. You need an active telephone line.  
You cannot use a cordless phone or have an answering machine on the line. You cannot have extra features on your phone line like call waiting.
3. You must wear an ankle-bracelet device.  
The ankle-bracelet cannot be put under water. Showers are fine. The ankle-bracelet can only be removed by the Probation Officer.
4. You may work or go to school while on SEC.  
Most people on SEC do work. However, you will have a set schedule approved **in advance** by the Probation Officer. Last minute requests for changes will be denied.
5. Program fees will be charged.  
The fees are based on your income. The fees vary from case-to-case (around \$11 a day for most working clients).
6. You may be allowed to shop, go to doctors appointments, counseling, or leave for other necessary reasons.  
However, you must clear schedule changes with the Probation Officer **in advance**. Requests for last minute schedule changes will be denied.
7. Restrictions  
**Participation** in SEC is both voluntary on your part and a privilege. We cannot impose SEC on anyone. All adults living in the residence must understand, agree and adhere to program rules. You cannot have any alcohol or alcohol containers at anytime on your property. You cannot use or possess illegal drugs or drug paraphernalia. You cannot use cough medicine with alcohol. You may not possess firearms or other weapons in your home. Your home is subject to search at anytime.
8. The bottom line is; you are in jail.  
You are simply serving that jail sentence at home. Anything you cannot do in jail, you cannot do on SEC. A violation of SEC rules could mean you will serve a longer sentence, or serve the remainder of your sentence in jail.

### IT IS EXPECTED AND REQUIRED THAT YOU ABIDE BY THE FOLLOWING RULES WHILE AT NCDF

Wear proper clothing. No hats, shorts, tank tops, anything with a team sport logo, cropped tops or see-through clothing. You must wear a shirt and shoes.

Don't bring children here unless you have no other child care elsewhere. They don't belong in a jail.

Do not interrupt any of the jail staff with questions or comments. You will be here as long as it takes for us to take care of your business. This can be a long time especially if there are people ahead of you. You may bring something to read .

If you are here for an enrollment (getting hooked up) expect to be here 3 hours. An office visit can take 1 hour. A release can take 1 hour.

Mind your own business. If there are problems, you may be removed from the program, removed from the lobby or arrested.

***SEC IS A PRIVILEGE, DON'T ABUSE IT!***

**SONOMA COUNTY PROBATION DEPARTMENT**

370 ~~600~~ Administration Dr., ~~Room 404J~~  
 Santa Rosa, CA 95403  
 (707) 565-2149

CIRCLE THE PROGRAM (S) YOU ARE APPLYING FOR)  
**WORK FURLOUGH      SUPERVISED ELECTRONIC CONFINEMENT      EDUCATIONAL FURLOUGH**  
 (707) 578-6043 **363**

**SUBMIT THIS COMPLETED APPLICATION AND \$60.00 NON-REFUNDABLE PROCESSING FEE TO THE ABOVE ADDRESS. CASH OR MONEY ORDER ONLY.**

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Other Names: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ Sex: \_\_\_\_\_ Race: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Eyes: \_\_\_\_\_ Hair: \_\_\_\_\_ Primary Language: \_\_\_\_\_

Home Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Number of hours worked a week: \_\_\_\_\_ Hourly Wage: \_\_\_\_\_

Work Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

I declare that I am the above named subject's employer/supervisor and as such understand I have an obligation to the Probation Department to report all absences not previously scheduled. If the employee leaves work early or arrives late, uses controlled substances or appears under the influence of a controlled substance, I will immediately notify the program office.

\_\_\_\_\_  
Employer's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**WEEKLY WORK SCHEDULE**

**Arrive Work Time**

**Depart Work Time**

	<b>Arrive Work Time</b>	<b>Depart Work Time</b>
<b>Monday</b>		
<b>Tuesday</b>		
<b>Wednesday</b>		
<b>Thursday</b>		
<b>Friday</b>		
<b>Saturday</b>		
<b>Sunday</b>		

Are you covered by Worker's Compensation Insurance?: \_\_\_\_\_

If not, do you have other insurance coverage?: \_\_\_\_\_

