

Sentence to Service Requirements

Phone Numbers and E-mail

- STS Crew Leader can be reached at 7 a.m. by calling 651-430-6990 option 1.
- STS Program Manager can be reached at 651-430-6950. E-mail (scott.wahl@co.washington.mn.us)

Attendance

- Any scheduled day missed is counted as an absence. The reason does not matter.
- You are required to work a minimum of 1 day per month and complete the program before your case expires.
- Absences exceeding the maximum allowed will result in termination from the program. A client terminated from the out-of-custody STS program is given a report to jail date and NOT entitled to jail credit for any days worked prior to termination.
- If you know more than 7 days in advance that you are unable to attend a scheduled day, please contact the STS Program Manager at 651-430-6950 or scott.wahl@co.washington.mn.us
- The table below reflects the maximum number of absences allowed for a client ordered to complete the out-of-custody STS program:

o STS Days Ordered	Absences Allowed
▪ 0-10	3
▪ 11-20	5
▪ 21-30	6
▪ 31 +	8

- An "absence" is defined as:
 - o Not attending a scheduled STS workday
 - o Arriving late for a scheduled STS workday
 - o Rescheduling a workday less than seven (7) days before the next scheduled STS workday.
 - o A violation of any program rules during the workday (additional sanctions and/or program termination may also result depending upon the program violation committed).
- A client may appeal termination from the STS program per established policies and procedures.

Clothing Requirements

- Full Length work pants such as jeans, cargos, or khakis.
- Please Note: Athletic pants or sweatpants are not allowed unless worn over or under work pants.
- Shirt (T-shirts or Sweatshirts) shirts must have short or long sleeves.
- Work boots or athletic shoes and gloves. Boots are best.
- A work jacket, hat, and gloves.
- Please Note: Shorts and Tank Tops are NOT allowed.
- If NOT dressed appropriately; you will not be allowed to work, sent home, and it will count as an absence.

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Report Time / Place

- STS participants will meet in the STS Office at 8:00 a.m.

Workday

- 8:00 a.m. to typically 4:00 p.m. (Credit for 1 day will be given)

Lunch

- Bring a lunch.

STS is a Jail Alternative Program

- Items NOT allowed while in Jail are NOT Allowed on the STS Program.
- Tobacco products of any kind including (E-cigarettes), lighters or matches.
- Cell phones or any other electronic devices.
- Bringing any of these items on the work crew will result in discipline which may include termination.

STS is a Drug/Alcohol Free Program

- The use of alcohol and illegal chemicals is prohibited for the duration of your participation in the STS program.
- Any crew member found to have alcohol or illegal chemicals in his/her system, at any time, shall be subject to discipline.
- Breathalyzer testing is randomly conducted. If you register anything but 0.000, you will not be allowed to work the day, and it will be counted as an absence. If you are over the legal limit, law enforcement will be contacted.

Safety

- Safety is a key factor during an STS workday.
- Crew Leaders will explain and enforce safety measures.
- HyViz Safety Vests will be provided and must be always worn while working on the crew.

Additional Important Program Information

- Additional Important Program Information can be found on the Washington County website www.co.washington.mn.us under Public Safety/Community Corrections/Sentence to Service.

Disciplinary Action

- Crew Leaders will administer necessary action. Actions may include a verbal warning, written warning, loss of credit hours, or removal from the STS Program.
- Crew leaders have the discretion and authority to terminate crew members while on crew due to crew member behavioral issues.

***It is your responsibility to read, understand, and abide by these rules.