

From GEO LaSalle Contract
Detention Facility,
September, 2015

VOLUNTARY WORK PROGRAM

Every effort will be made to provide you an opportunity to participate in the voluntary work program. Any detainee assigned to work in the kitchen will be paid \$4.00 per day. Laundry Work Details and Barbershop Workers will be paid \$3.00 per day. Special Work Details are paid \$2.00 per day. All other job assignments are \$1.00 per day. Ordinarily you will not be permitted to work more than eight hours per day or 40 hours per week. Wages earned are calculated and credited to your account, daily. A detainee must submit a claim for non-payment within 14 days of the date in question. Detainees may also request a copy of their personal account once per week. You will be provided any necessary training to perform the job to which you are assigned and will be required to sign a voluntary work program statement. You must complete a detainee request form indicating that you wish to participate in the voluntary work program and are encouraged to list any special skills or experience that you may have on the form. The form is routed to the Classification Officer. Prior experience and/or specialized skills are not a requirement for participation in the voluntary work program. Detainees who choose to participate are required to work according to an assigned work schedule. Unexcused or frequent absences or unsatisfactory work performance may result in your removal from the voluntary work program. Voluntary Work Program attire will be supplied to your for certain job assignments.

LIBRARY

The cultural diversity of the detainee population has been carefully considered in soliciting donation of printed materials. A wide variety of subject matter and language is represented in the collection. You may have two library books at a time and are asked to return it in a timely manner so that others may enjoy it.

LAW LIBRARY

The Library/Law Library is located on Falcon Walk. Detainees will have access to the law library as posted in the Detainee Bulletin Board in the housing unit. Law Library hours are 8:00 am to 5:00 pm Monday - Friday. A detainee can fill out a detainee request form which is available in the housing units to gain access to the Law Library. Detainees will be allowed to access the computer with the Lexus Nexus software during the posted time by submitting a request to the library supervisor. The library supervisor will notify the dorm before picking up any detainees for library use. After the dorm has been notified you will be escorted to the Law Library and escorted back to you dorm when you are finished. Detainees may utilize the computer and printer for preparation of legal documents. You may request to make copies of legal documents pertaining to your case through the Law Library. There is no charge for making these copies. Request for additional time or materials may be requested through the library supervisor. If at any time you notice materials missing from the library or damaged you are encouraged to report this to the library supervisor. You may also request legal material not in the law library by submitting a request to the library supervisor.

COMPUTERS

A word processing computer is provided in the law library for preparation of legal documents ONLY. This equipment is provided at no cost to you and is not to be used for personal correspondence. If you need to use the computer you must complete a detainee request form for access to the law library. No supervisor or staff member will read your documents beyond verifying that they are in reference to legal matters.