



TARRANT COUNTY SHERIFF'S OFFICE

JUDICIAL SERVICES DIVISION

LABOR DETAIL



817-884-1638

SLaborDetail@TarrantCountyTx.gov

1. You are required to report at 7:30 a.m. If you report later than 7:30 a.m. you are tardy and may be sent home and the day will be counted as an unexcused absence. Your work day will be finished no later than 4:00 p.m. The work week for Labor detail is Monday-Sunday. Light Duty work is only Monday-Friday.
2. You will be given a lunch break. The program does not provide meals. You must bring your own lunch. Leaving your work assignment or the Labor Detail facility without permission from the provider or a Labor Detail Officer is prohibited. Failure to obey direction of staff/providers could result in removal from the program.
3. Absences will not be tolerated. The courts will be notified of all misses and shall determine whether the absence is excused. A request for absence from the court may include the following but not limited to:
 - a. Illness-If you fail to report due to an illness, you must get a doctor's release and give it to one of the Deputies immediately. (Originals only, no faxes or copies.) Calling in will not excuse you.
 - b. Funeral-If there is a death in your immediate family (mother, father, child, sister, brother, grandmother, grandfather) and you need to attend the funeral, you must notify your case deputy. When you return, you must provide your case deputy a copy of the obituary or funeral program. This will be verified.
4. Alcohol and drug use is prohibited. You must not be under the influence of drugs or alcohol when reporting to the program. Violations of this rule may result in your immediate arrest and will result in your immediate removal from this program. Possession of any illegal drugs, alcohol or contraband while on this program will result in your immediate arrest and or removal from the program.
5. Prescription medicine-If you need to take prescription medications while on the program, it must be kept in its original container. You must inform one of the deputies what type of medication you are taking (this may determine your work assignment). If you get sick or hurt, notify a deputy or the person in charge immediately.
6. Participants will not conduct personal business while assigned to the program. Under no circumstances will participants accept any form of payment or gift from any assigned work location while on this program.
7. Electronic devices shall not be allowed while the participant is on the program, including but not limited to cell phones, smart watches, pagers, tablets, MP3 players, cameras, and any device that can upload/download data and or recording or taking pictures.
8. Tarrant County is a tobacco free work place environment. No tobacco products shall be allowed while assigned to the program. This includes all electronic type smoking devices and lighters.
9. You cannot have a weapon of any kind (knives, firearms, mace/pepper spray, tasers/electroshock devices, any sharp objects or any illegal device) at the Labor Detail facility or at any assigned work locations.
10. Participants are prohibited from having any reading materials while on the program, this includes but is not limited to books, magazines, newspapers, or any type of reading materials.
11. Participants are prohibited from having large back packs, large containers or oversized purses. All containers are subject to search at any time at any location while assigned/scanned in.
12. Dress code-Dress code will be strictly enforced. Violations of the dress code may result in participants not being allowed to work that day.

Men:

No shorts or cut-offs
No open toe shoes, sandals, house shoes or heels
No Half Shirts, Tank tops, or sleeveless shirts
No short pants above the ankle
Pants MUST be worn at the waist and may not have rips in them
Clothing worn must not draw unnecessary attention
No offensive logo or writing visible on clothes

Women:

No Shorts or cut-offs
No open toe shoes, sandals, house shoes or heels
No halter tops, half shirts, tank tops or sleeveless shirts
Clothing worn must not draw unnecessary attention
No offensive logo or writing visible on clothes
No short pants above the ankle
No leggings or spandex pants
Pants MUST be worn at the waist and may not have rips in them

13. When you finish your last day of the program, you must report to the office for out-processing by one of the deputies. If you have any questions about the completion of your sentence or the program itself, contact one of the Deputies in person no later than 4:00 p.m. No personal case information will be given out over the phone.
14. Verbal or physical abuse of providers, Labor Detail staff, other participants, or citizens while participating on the program can result in your being removed from the program and or criminal charges being filed.
15. Intentional destruction, theft of private property or government property or equipment shall result in criminal charges being filed and shall result in your removal from the program.
16. Violation of Labor Detail rules may result in removal from the program.