



## King County

Department of Adult and Juvenile Detention  
Community Corrections Division

Community Work Program (Work Crew)  
925 Hiawatha Place South, Seattle, WA 98144

Phone: (206) 477-0667

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Email: [WorkCrew@kingcounty.gov](mailto:WorkCrew@kingcounty.gov)

### **WORK CREW INFORMATION SHEET**

**Effective January 14, 2019**

The Community Work Program (CWP) is an alternative to jail and can help you complete your Court obligations including paying off fines.

#### **Scheduling Your Days**

You must call **(206) 477-0667** within 7 calendar days of your court hearing (your “call by deadline”) to schedule an orientation, unless otherwise instructed by the judge. See scheduling guidelines on the back of this page.

**Office hours are 7:00 am to 3:30 pm Monday - Friday.**

**Hours of work crew are 7:30 am to 3:30 pm Wednesday - Sunday (5 days a week).**

**You must report between 7:00 and 7:30 am. If you are late, you may not get on a crew or you may only receive partial credit for the day.**

#### **Where to Report for Work Crew**

Our address is 925 Hiawatha Place South, Seattle, WA 98144. See attached page for directions. Due to limited parking, transit options are highly recommended.

#### **What to Wear**

Work is physical and performed outdoors, year-round, in all weather conditions, so dress appropriately. Rain gear and work gloves are provided. It is important to wear sturdy, closed-toe footwear. You must wear long pants, secured at the waist, and shirts that cover your shoulders and midriff. Do not wear capris, shorts, tank tops, or sandals. If operating motorized equipment, you will be required to wear eye and ear protection, as well as other personal protective equipment (PPE) for your safety. This will be provided to you before work begins. Failure to wear appropriate clothing may result in an unexcused absence.

#### **What to Bring and Not Bring – PROGRAM RULES**

- Bring a lunch. There is no stopping for food or beverages during the day.
- Cell phones, iPods, iPads, laptops and other electronic devices are not allowed on the crew. If someone needs to reach you during the day, have them call (206) 477-0667 and we will get a message to you via your Crew Supervisor.
- No weapons are allowed, including guns, knives, mace, pepper spray, etc. If you bring guns, explosives, or illegal weapons you will be removed from the program. Other prohibited items must be checked in a locker or you will be asked to leave with an unexcused absence.
- You will be screened prior to going out on a crew. Prohibited items and personal belongings may be checked in a small locker at the shop if needed.
- Do not arrive for work crew impaired. Alcohol, marijuana, and illegal drugs may not be brought to or used on crew, regardless of whether you have a medical marijuana card. Violations may result in your removal from the program.

### **Scheduling Guidelines**

You must begin work crew by the third week following your orientation deadline. In addition, you must work weekly. Crews are available 5 days a week (Wednesday - Sunday). Saturdays and Sundays are reserved for those who are employed, in treatment, or in school.

**Not Employed** – You are required to do work crew 2 days per week until your sentence is completed.

**Employed, In Treatment or In School** – You are required to do work crew 1 day per week until your sentence is completed. You must provide proof of employment (copy of paystub), education, or treatment within 7 days of your orientation; otherwise you will be required to work 2 days per week until documentation is provided.

\*\*Exceptions to these scheduling rules must be approved by a Judge\*\*

### **UA/BA Testing for Superior Court Felony Participants.**

In accordance with RCW 9.94A.725, felony participants will be required to submit to urinalysis/breath analysis testing on the arrival of their first day to CWP. The participant must be drug and alcohol free to participate in the program. If a positive result is returned, the participant may take a second test prior to continued participation.

### **Excused Absences**

If you have a court-related appointment that will conflict with your work crew schedule (treatment, probation, court hearing, etc.), you must notify your Program Caseworker in advance about how to document these appointments and schedule a make-up day with work crew. Absences due to medical/dental issues may be excused if you provide documentation. Excused absences must be approved in advance so you can be taken off the schedule.

### **Unexcused Absences**

Unexcused absences may include: failing to show up, arriving late, sleeping in, missing the bus, showing up intoxicated or on drugs, bringing contraband, not following directions, not wearing safety gear, fighting, or behavior issues while on work crew. **Also, same day call-outs are considered unexcused absences!** If you miss a day during the week, you can reschedule within that same week to avoid having that missed day count as an unexcused absence.

Upon the 3rd unexcused absence the case may be reported to the court so that a review hearing can be scheduled. Participation in CWP will not continue until a new court order is received.

### **Weekend Absences**

Because of the high demand to complete work crew on Saturdays and Sundays, eligibility for these days will be revoked with more than 2 unexcused absences.

### **Smoking Policy**

At the office, CWP has a designated smoking area in the front of the building at the end of the wheelchair ramp. No smoking is allowed in the fenced yard behind the building. Do not smoke in front of apartment buildings or residences. Smoking while out on a crew occurs only at designated times and locations.

### **Loitering**

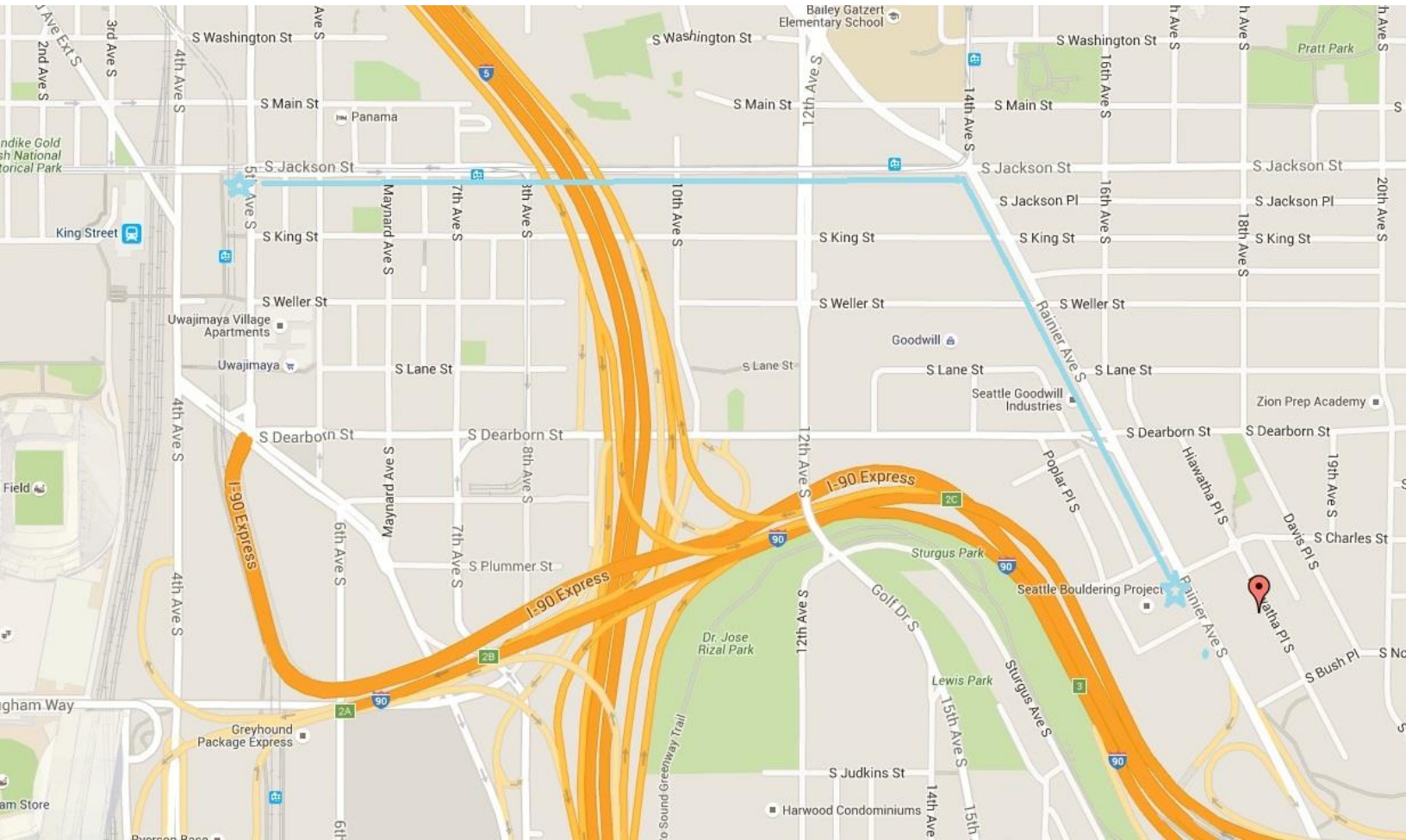
Please do not loiter in the neighborhood. The area has been subject to car prowls and break-ins, so residents are on high alert for persons who might be loitering. When waiting for the bus back to downtown Seattle, please wait on the sidewalk and not in the Shell station parking lot.

# Directions to King County Community Work Program

**925 Hiawatha Place South  
Seattle, WA 98144  
(206) 477-0667**



There are several options to get to the CWP Office, including by bus, train or driving. Using public transportation is highly recommended.



## **BY BUS:**

**From Downtown Seattle:** Take the Metro #7 bus which runs south along 3<sup>rd</sup> Avenue, east along South Jackson Street, then south down Rainier Avenue South. Get off on the Charles Street bus stop (there is a Shell station on the corner). Walk up Charles Street one block and take a right at Hiawatha Place South. CWP is on your right in the middle of the block.

For a bus schedule, see <http://kingcounty.gov/depts/transportation/metro/schedules-maps/007.aspx>.

Be sure to allow enough time to get to the CWP office. If you do not catch the bus at 5<sup>th</sup> and South Jackson by 7:15 am, you will be late. The bus stop to go back to Seattle on Metro #7 is located on Rainier Avenue South next to the Shell station.

**From Rainier Beach or Columbia City:** There are several buses that can get you to the Mount Baker Transit Center. From there, take the #7 bus headed north on Rainier Avenue South to Charles Street. For a bus schedule, see above link.

If you are transferring between buses, you may be eligible for a transfer. Ask the bus driver for details before you get off the bus.

## **BY TRAIN:**

### ***Souder Commuter Train***

Trains run from Lakewood through Tacoma, Puyallup, Sumner, Auburn, Kent and Tukwila to downtown Seattle. Fares vary depending on where you get on the train. Go to the following websites for timetables <http://www.soundtransit.org/Schedules/Souder-Lakewood-Seattle> and fares <http://www.soundtransit.org/Fares-and-Passes/Souder-fares>.

### ***Sound Transit Link Light Rail***

Trains run from Sea-Tac Airport to downtown Seattle every 6-15 minutes. Adult fares range from \$2.25 to \$3.25 depending on how far your travel. The primary ways to get to CWP from Link Light Rail are as follows:

1. Ride Light Rail to the Intl. District/Chinatown Station, then take the Metro #7 bus from 5<sup>th</sup> and Jackson to Hiawatha as noted above.
2. Ride Light Rail to the Mount Baker Station, then take the Metro #7 bus headed north on Rainier Avenue South as noted above.

Go to the following websites for schedules <http://www.soundtransit.org/schedules/link-light-rail> and fares <http://www.soundtransit.org/Fares-and-Passes/Link-fares>.

## **BY CAR:**

**Coming on I-5 from the north in the main line:** Take the South Dearborn Street exit and turn left onto South Dearborn. Go east to Rainier Avenue South. Turn right on Rainier Avenue South and then turn left onto Charles Street. Go one block and turn right onto Hiawatha Place South. CWP is on your right in the middle of the block.

**Coming on I-5 from the South:** Take the South Dearborn Street exit and turn right onto South Dearborn to Rainier Avenue South. Turn right on Rainier Avenue South and then turn left onto Charles Street. Go one block and turn right onto Hiawatha Place South. CWP is on your right in the middle of the block.

**Coming from I-90:** Take the Rainier Avenue South exit. If you are coming from Seattle, turn left onto Rainier Avenue South. If you are coming from Bellevue/Mercer Island, turn right onto Rainier Avenue South. Go to Charles Street and turn right. Go one block and turn right onto Hiawatha Place South. CWP is on your right in the middle of the block.

Because CWP is in a residential neighborhood, please be mindful of local residents. Street parking around CWP is limited but there is more availability at the end of Hiawatha near the park. Please do not park in areas where you are blocking driveways or other parked cars.