

# *Work Release Handbook*

**Mower County Jail**  
201 2<sup>ND</sup> Ave NE, Suite 4  
Austin, MN 55912  
Phone: (507) 437-9425

**Mary Davidson**  
Programs: (507) 434-2718  
maryd@co.mower.mn.us

## **Work Release Program Rules and Regulations**

The following rules apply to all work release inmates. Inmates will be required to follow the rules contained in this handbook as well as the Work Release Contract form you sign prior to beginning your sentence. Release inmates are responsible for knowing and following these rules.

If you are attending school and have a two (2) hour break between classes, you are required to return to the Jail. All educational releases, with the exception of high school students, shall be required to pay the established work release fee.

These same rules apply to any resident of the Mower County Jail who is allowed to leave for educational release, medical appointments, job search, out-patient treatment or any other reason.

### **Before Your Sentence Begins**

You are responsible for contacting the Mower County Jail to arrange an appointment to pick up the necessary paperwork required for admittance to the Work Release Program.

Persons granted work release privileges by the court must complete a work release application. No cash paying jobs or more than one job is allowed. Program staff will use the information provided to verify school enrollment, employment and transportation arrangements. The applicant for work release may be required to provide proof of employment by means of employer notification, w-2 statements, tax statements or other such methods. Failure to provide requested information in a timely manner may delay the start of work release privileges.

Eligibility for work or school release may be denied because of other agency holds, distance to job site, lack of employer supervision, transportation problems, failure to pay fees, positive chemical test, history of non-compliance during previous commitments, failure to comply with detention rules, or other relevant factors.

Program staff will contact your employer to verify your employment and your work schedule before you will be allowed on the work release program. Periodic contacts with your employer will be made to verify your work attendance.

### **WORK HOURS**

Work release inmates will be allowed outside of the Jail up to twelve (12) hours per day with a maximum of sixty (60) hours per week, including travel time. You will not be allowed out more than six (6) days per week and must remain in jail at least one (1) day out of every seven (7) day period.

You must provide a copy of your work schedule for program staff to determine your release hours. At the end of each work week, you must have your employer provide program staff with a copy of your time card. Any change in work schedule must be reported ahead of time to program staff. You must provide written verification, signed by your employer, of any schedule changes.

You will be released from the Jail in sufficient time to get to work promptly. You will go directly to work and return directly to the Jail following work. Absolutely no stops are allowed without prior permission from staff.

If you fail to return from work at your scheduled time, you will be subject to disciplinary action. Anyone not returning from work will be charged with escape from custody.

### **Work Release Fees**

You must pay for the first seven (7) days of work release fees before being eligible for release. Work release fees will be paid weekly and must be paid one week in advance. You will not be released if the fees are not paid. The Mower County Board of Commissioners will set the per diem rates for work release inmates.

Work release inmates are charged for every day or part of a day, (including days off and release date) starting on the report-in date. In the case of inmates who obtain employment while incarcerated, the fees will begin on the first day of work release.

If you fail to pay, work release privileges will be suspended until you are caught up with the payment. There are no exceptions to this rule. If you do not pay, you do not go to work.

An inmate may use work release privileges for attending college. The same rate will apply as for work release inmates.

In the event an inmate is terminated from employment for any reason, or loses work release privileges and requests to finish their sentence on straight time or Sentencing to Service (STS), any paid work release fees will not be refunded, but will be applied to pay to stay fees.

#### **WORK RELEASE FEES**

|                                       |             |
|---------------------------------------|-------------|
| Mower County Sentence                 | \$20.00/day |
| Sentence transfer from outside county | \$65.00/day |
| Sentence transfer from outside state  | \$65.00/day |

## **Booking fee**

Pursuant to Minnesota State Statute 641.12, Subd. 1, all inmates will pay a booking fee to the Sheriff's Department of the county in which the jail is located. The Mower County Board of Commissioners will set the rate for the booking fee. The current rate is ten (10) dollars. The booking fee must be paid to be eligible for the work release program.

## **Drug/ Alcohol Testing**

You will be required to provide a urine sample for drug/alcohol testing. The initial test will be at county expense. If, however, the initial test is positive, work release privileges will be suspended. Further testing will be no sooner than 14 days and at the discretion of the detention staff. The cost of the second urine test will be at your expense. False positive tests due to prescribed medication will still be considered positive and disqualify you from work release privileges. Any time during your stay you may be required to submit to breath and/or urinalysis testing upon your return from work release. Refusal to test, failure to provide the requested sample, or a positive test will result in the loss of work release privileges and may also result in loss of any good time accrued.

## **Tuberculosis Test**

All inmates incarcerated longer than fourteen (14) days must be screened for tuberculosis either by mantoux testing or chest x-ray. You will be advised of the date and time testing is administered. You must make arrangements to be present for this testing. This testing may be waived if proof of a recent TB test is available.

## **Work Release Forms**

1. Work Release Application: You will need to supply certain employment information to qualify for the Work Release Program.
2. Work Release Contract: The Mower County Jail Program Coordinator or designee will go over the Work Release Contract with you. It is your responsibility to understand these rules in order to keep your job.
3. Employer Notification Form: You are responsible to give this form to your employer.
4. Vehicle Information: You must have a valid driver's license and show proof of current insurance on the vehicle you are driving.

## **Sentence Start Date and Time**

A date and time will be scheduled for you when you are to report to jail to start your sentence. Failure to check in at the designated time and date may result in the loss of your work release privileges. **Reporting to jail under the influence of either an illegal controlled substance or alcohol will result in the loss of work release privileges.**

## **Parking**

Work release inmates are required to park in the Riverside Arena Lot. If someone is giving you a ride to work, they must pick you up at the work release entrance on the west side of the building.

## **Money**

The Mower County Jail is not responsible for any money left in the work release locker room. Do not bring large amounts of money. There is a kiosk in the main lobby to pay the work release fees and deposit money into your account to use for canteen. Cash will not be used for transactions in the Jail. Staff will not accept cash to be placed in your locker.

## **Meals**

Meals will be provided at regular times when you are in jail. One sack lunch will be provided upon request if you are not in jail at regular meal times. You must remain on the job site for all employee breaks. You are not allowed to go "out" to eat while at work. If you are found to be dining out, your work release privileges will be revoked.

## **Inmate Handbook**

An Inmate Handbook will be issued to you at the time of your check in. You are strongly encouraged to read this handbook and follow all rules in order to avoid disciplinary action. If you fail to follow the rules of the jail your work release privileges may be revoked. Please ask a Detention Deputy or use the Inmate Request Form for all questions or concerns.

## **What to Bring To Jail**

You may bring a total of 2 different sets of work clothing, prescribed medication, and money for canteen and to pay all required fees, and a Bible or other sacred book. Nothing else will be allowed. All personal hygiene items will be supplied.

## **Laundry**

You are responsible for washing your own clothes. A washer and dryer are provided by the facility. Jail issued clothing will be laundered by an inmate worker and exchanged at designated times only, unless clothing is soiled. The Mower County Jail is not responsible for lost or damaged items.

## **Razors**

Razors and shaving cream will be provided by the jail. Do not bring in your own razor or it will be confiscated and destroyed. Razors are closely monitored and will only be available at certain times during the day.

## **Medications**

Any medication brought to the facility must be for current conditions only, properly labeled and in the appropriate bottle or container. Only current medications ordered by a physician will be dispensed. Expired medications will be destroyed. Do not bring any over-the-counter medications (such as Tylenol or Ibuprofen) as we have a supply here.

Medical staff may require information from your physician. This may require that you sign an Authorization to Release Information form. Failure to follow these instructions may delay the administration of your medications or your participation in the work release program, if applicable.

Delivery of medications will be scheduled around meal times unless otherwise noted by the doctor. If you need to take medication with you to work, the appropriate amount of medication will be packaged for you. You must sign for all medication when received.

You will be financially responsible for any costs incurred for medical or dental treatment while on the work release program.

## **Inmate Request Forms**

If you have questions, concerns or requests while serving your sentence, you must complete an "Inmate Request Form" that is found in the inmate kiosk located in each housing unit. A reply will be sent back to you via the kiosk.

## **Telephone**

All inmates will use the Reliance Telephone system. The detention staff will not make any calls for you. To set up collect call accounts or buy a phone card visit online at [www.reliancetelephone.com](http://www.reliancetelephone.com) or to set up collect call accounts only, you may call 1-800-896-3201. You may also purchase a phone card via the kiosk located in the housing unit. Individuals may leave a message for you using the Reliance Telephone system by calling 507-433-4366. Refer to the posted instructions to retrieve phone messages. Detention staff does not take messages for inmates. Be advised that all calls (except attorney calls) are subject to monitoring and recording.

### **Texting**

Jail issued texting devices are not allowed to be taken outside of the jail. Personal cell phones will be placed in a locker.

## **Daily Tasks**

Even though you are a work release inmate, you will be required to complete certain tasks that pertain to your living quarters and dayrooms that you occupy. Cells and dayrooms will be cleaned and kept tidy. Beds will be made at all times when unoccupied. Refusal to comply with the requests of detention staff will result in disciplinary action and may result in suspension of your work release privilege.

## **Contraband**

Introduction of contraband into a jail is a crime. Contraband is any controlled substance as defined in Minnesota State Statute 152.021, or any intoxicating or alcoholic liquor or malt beverage. This definition is further broadened to include anything which is not issued and/or authorized to be in your possession while in this facility. You will not consume, possess or be under the influence on any controlled substance, malt beverage, intoxicating or alcoholic liquor, non-prescribed drugs, and/or anything containing alcohol including non-alcoholic beer during your commitment. This includes your start date and the time you are out on release. The presence of any of the above mentioned in your system will be considered prima facie evidence of use or consumption and will result in revocation of your work release privileges.

You will be subject to periodic pat searches and a strip search every time you return from work release to prevent contraband from entering the jail facility.

You are not allowed to possess any firearms, ammunition, knives, mace, or other dangerous weapons while you are on work release.

No tobacco products or lighters are allowed in the Mower County Jail. This includes the locker room where your property will be stored.

You will not take anything out of, or bring anything into the jail, for another inmate or on behalf of another inmate. This will result in loss of your work release privilege.

## **Transportation**

All work release inmates must have transportation arrangements prior to beginning the Work Release program. If you will be driving yourself or getting a ride, a copy of a valid driver's license and proof of insurance on the vehicle will be required.

Work Release inmates will only be allowed to drive with another work release inmate if they work at the same location with the same hours. Inmates are not allowed to leave the Jail to meet a ride at another location. You must be picked up and dropped off at the Jail.

## **Weather**

During severe weather, when no travel is advised, inmates will not be allowed to be released for work. Severe weather may include, but not limited to the following: thunderstorms, blizzards, or flash floods. If weather is bad, but travel is still ok, inmates may be released early to make time for safe travel.

## **Behavior**

All inmates will respect detention staff and other inmates at all times. You will not assault, or threaten to assault, either verbally or physically, any one in the Jail; doing so will result in immediate loss of all work release privileges, the possibility of loss of all good time accrued, and the possibility of criminal charges.

Inmates serving a sentence at the Mower County Jail will conduct themselves properly in and out of the facility. This includes following and obeying all laws, city ordinances, and Jail rules and policies. You need not be convicted of a crime to violate work release rules.