

Wabasha County Jail

Work Release Handbook



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NOTICE TO WORK RELEASE INMATES

A Judge has determined you are Work Release Eligible. In order to qualify for Work Release, you must complete the following:

ON THE DAY OF COURT:

1. Receive a Work Release Packet and Handbook from the Court Security Officer.
2. Contact the Wabasha County Jail Program Coordinator to schedule a Work Release meeting. The Program Coordinator may be reached at 651-560-1008, or call the Jail at 651-560-1004. The paperwork must be completed and returned to the Program Coordinator prior to the beginning of your sentence.

PRIOR TO START OF SENTENCE:

1. Meet with Program Coordinator, and bring the following completed items:
 - Driver's license
 - Wabasha County Work Release Information Sheet
 - Signed copy of the Wabasha County Work Release Eligibility Form
 - Work Release Handbook
 - Employment Verification Form. If we are unable to contact your supervisor, you will not be released for work. Also, your employer must provide Workers Compensation Insurance for you.
 - Written treatment verification (if applicable) from your treatment center. This verification should be on their letterhead and include hours, days you attend, and counselor's name and phone number.
 - Written school verification (if applicable) from your school. This verification should be on their letterhead and include hours, days you attend, and your academic counselor's name and phone number. Verification can also be a current official class enrollment form from the school. This enrollment form must show classes enrolled in, days you attend, and the hours of the class.
 - A copy of your court sentencing paperwork.

SCHEDULED REPORT DATE:

1. Report to jail on scheduled date and time. Failure to report on time may disqualify you from the Work Release Program.
2. Bring Inmate Handbook and completed Work Release Contract.
3. Bring only the items allowed. You will find a listing on page 6.
4. Bring \$210 cash. This covers:
 - \$175 – first week of Work Release @ \$25/day
 - \$ 20 – Booking Fee
 - \$ 15 – Urinalysis
5. Be prepared to submit to a urinalysis and breathalyzer test.

JOB CRITERIA

You will be considered for Work Release if you have established valid employment. By "valid employment" it is meant that Social Security, State and Federal taxes are deducted through a payroll system offered by a legitimate, reputable business establishment. "Valid employment" **does not** include jobs you are paid for with cash or with a personal check. It is your responsibility to have a job prior to reporting for your sentence.

The following criteria must be met for Work Release consideration:

1. You must be able to provide weekly verification of work hours (time card and/or pay stub)
2. If self employed, you must have worked on a full-time basis for more than 30 days prior to sentencing. You are required to show proof of work history, which may be done with tax statements, ongoing contracts, names and phone numbers of general contractors, etc. You are required to provide a tax identification number. If you have been self-employed for a year or more, you must show proof of a Schedule C tax form.

3. You must not be scheduled to work more than 60 hours per week. **This includes driving time.**
4. Jobs with a friend and/or relative will not be approved unless you have worked for that friend/relative on a full-time basis for at least 30 days prior to being sentenced. You must provide documentation of wage statements for the past 30 days and for each week you are in jail.
5. Working for a temporary employment agency will not be considered unless you have been with the agency on a full-time basis for a minimum of 30 days prior to sentencing. The temp agency must guarantee work on a full-time basis for the duration of your sentence.

ELIGIBILITY

The Court has determined you are eligible to serve your sentence as a Work Release Inmate. You are not approved if:

- You are not sentenced by a Judge
- You have an outstanding warrant
- A Detainer is placed on you from another county
- You do not have a completed Work Release contract on file at the Jail
- You have not met with the Program Coordinator to review your contract
- An up-to-date work schedule has not been provided to the Jail
- Your Work Release fees are not current
- You do not report for your sentence at the scheduled time
- You report to Jail having used drugs/alcohol
- Your stay in Jail is less than three (3) days
- If you are unable to provide a clean Urinalysis and/or Breathalyzer test
- Your employer does not provide Workers Compensation Insurance, or if self-employed, you do not provide proof of liability insurance
- You have out-of-state employment
- If the crime you are sentenced for is against another person

WABASHA COUNTY JAIL WORK RELEASE PROGRAM RULES AND REGULATIONS

In addition to all applicable rules found in the Inmate Handbook, Jail rules apply to all Work Release Inmates. Work Release inmates are responsible for knowing and following these additional rules. You must remain law abiding at all times. You must not violate State, Federal or local laws, Court Orders, or Jail Rules. Law and Rule violations will result in removal from the Work Release Program, and additional criminal charges may be brought against you.

INMATE RULES AND DISCIPLINE

A complete list is available in the Inmate Handbook.

BEFORE YOUR SENTENCE BEGINS

You are responsible for picking up the necessary paperwork required for admittance to the Jail Work Release Program. Paperwork must be completed and returned to the Jail prior to beginning your sentence. You will not be released for work until the Program Coordinator has completed job verification, driver verification and insurance verification.

You are required to meet with the Program Coordinator to review the Handbook and sign a Work Release Contract. The Program Coordinator may be reached at 651-560-1008, or call the Jail at 651-560-1004. Your paperwork and meeting must be completed and returned to the Program Coordinator prior to the beginning of your sentence.

WORK RELEASE FORMS

1. Work Release Eligibility Form: The form verifies the inmate's qualifications for Work Release.
2. Employment Verification Form: the employer must sign and complete. (A new schedule is required every time there is a change)
3. Work Release Contract: Jail staff will go over the contract with you to make sure you understand your responsibility for keeping your job.
4. Work Release Information Sheet: You will be expected to provide all information that is requested of you.
5. Request to Stop When Returning to Jail.

WAITING LIST

If our Work Release program is full, you may be placed on a waiting list. You must supply the Jail with a phone number and address where we may reach you. You may be instructed to call the Jail on specified days to confirm your location and/or Jail space availability. Failure to report, or the Jail's inability to reach you, will result in the judge being notified you did not report for your sentence.

PARKING

Work Release inmates are to park on the West side of the Jail and use the work release entrance on the south side of the building when reporting back to Jail after work.

MONEY

The Wabasha County Jail is not responsible for items (including money) left in Work Release areas. You can place your money in a locked box in the sign-in area, or in your Jail canteen account.

You are responsible to make arrangements to have someone conduct your banking business and pay bills for you.

MEALS

You will be provided with a bag lunch while working during a meal time. It is your responsibility to take the bag lunch out of the fridge before you leave the facility. Your meals **must** be eaten at your worksite. You may not go to yours or anyone else's house for meals.

INMATE HANDBOOK

In addition to a Work Release Handbook, you will be issued an Inmate Handbook at the time of booking and you are expected to read it. If you have any questions or concerns regarding your incarceration at the Wabasha County Jail you are to ask Jail staff.

WORK RELEASE FEE

All convicted offenders housed in the Wabasha County Jail are charged a fee for their stay in the facility. This Work Release fee is mandatory for all offenders sentenced to the Wabasha County Jail for each and every day, whether it is a work day or not. Work Release Pay-to-Stay payments are at the rate of \$25 per day (\$175/week), and will be paid one week in advance. You will not be released for work unless your account is up-to-date. If you currently have debt owed to Wabasha County due to a previous incarceration, you do not have to pay off this debt prior to participating in the work release program. However, you will need to actively make payments to reconcile this debt while on work release.

Failure to keep Work Release fees current will result in termination from the Work Release Program.

Special Contract arrangements may be made if you are unable to make your first Work Release payment. Your Work Release account must show a zero (\$0.00) balance owed at the time of your release. You will not be released for work until special arrangements are made with the Jail Administrator.

MAKING WORK RELEASE PAYMENTS

Work Release payments are to be made at the Stellar Teller Machine located in the front lobby of the Criminal Justice Center. You may park in the public parking lot at the front of the building to enter the lobby and make your payment. You are then to drive around to the Work Release Entrance and give the Jail staff your receipt as proof of payment. Your receipt will be placed into your Inmate File. Note: There is a fee for the Stellar Teller. The rate is \$2 for a cash transaction and a 10% fee for a credit card transaction.

WHAT TO BRING TO JAIL

- You are to bring the following items:
- One week Work Release payment is due at the time of booking. (\$175.00)
- Booking fee (\$20.00)
- Drug Testing fee (\$15.00)
- Existing doctor appointment cards
- Prescription Medications
- Work Release Handbook
- Up to three pair of pants & (3) shirts or (3) dresses
- Up to two (2) T-shirts/bras
- Up to three (3) pair of underwear
- Up to three (3) pair of socks
- One (1) jacket (appropriate to season)
- One (1) pair of shoes/boots
- One (1) pair of gloves (appropriate to season)
- One (1) set of winter outerwear (if needed to perform job)
- A non-electric clock or an alarm watch. Jail staff are not responsible for you getting up.
 - *One (1) handbag/wallet
 - *Canteen money
 - *Cell Phone – you will only have access to your phone during work hours, outside of the Jail, so you can call-in any changes in your work location. Cell phones are not to be brought into the Jail.

You will be provided a locker to store your personal clothing, but there is limited space. While in the facility, you will wear Jail clothing. You will be changing clothing as you enter and leave this facility. Clean work clothing exchanges are your responsibility.

WHAT NOT TO BRING TO JAIL

This list includes, but is not limited to the following:

- | | |
|-------------------|-----------------------------|
| • Buck Knife | • Recording Devices |
| • Pocket Knife | • Razors |
| • Curling Iron | • Radio |
| • Makeup | • Mirror |
| • Food/Beverages | • Computer |
| • Carpentry Tools | • Cameras |
| • Tool Belt | • iPods |
| • Hair Dryer | • Non-prescription Drugs |
| • Perfume/Cologne | • Lighters |
| • Gum | • Postage Stamps |
| • Cutting Tools | • Pens/Pencils/Paper |
| • Tape measures | • Personal reading material |
| • Hair Spray | • Electronic games |
| • Aftershave | • Tobacco |

All of the above items are considered contraband and several are considered weapons.

LAUNDRY

You will be provided with a laundry bag to place your work clothes in. Laundry will be done at a cost of five (5) dollars per bag, which will be deducted from your inmate fund account. It is your responsibility to maintain money in your account for laundry services and to hang your clothes up. Ironing service is not available.

EMPLOYMENT

It is the policy of the Wabasha County Jail that Work Release Inmates will be allowed to work sixty (60) hours per workweek. The sixty (60) hours includes travel time to and from your place of employment. The workweek will consist of Sunday through Saturday, with the hours and days designated by Jail staff. Any exception to this policy must be court ordered by the sentencing Judge.

Inmates may NOT work at any job without the consent and knowledge of the Jail staff. You must meet with the Program Coordinator for approval of additional jobs, or a change in your job.

You must stay in the Jail a minimum of one day per week. You will not be allowed to work seven (7) days a week. If your sentence is 5-6 days, at least one entire day must be spent in Jail. The day you report to Jail and the day you are released, does not count as your day in Jail. In the event of being laid-off, strike, suspension, termination, cancellation, holiday, or early release, you must return directly to the Jail. You will not be released to perform picket duty or other similar activities. You will not be allowed to change employment without prior approval of the Program Coordinator.

If you are not at work when away from the Jail, unless specifically authorized to be elsewhere, you may be terminated from the program. If you must leave work due to illness, injury, or job termination, you must report immediately back to the Jail. You must notify the Jail if you go to a hospital or clinic for medical attention. Inmates are responsible for keeping the Jail informed of their work status.

You must be in attendance at your job/school during the specified times and must not leave the location for any other reason other than to return to Jail unless authorized in advance by Jail staff. Any change in the jobsite must be reported to Jail staff. Jail staff may contact employers, supervisors, counselors, teachers, and/or business establishments regarding your work, school, or treatment schedules.

Overtime must have prior approval by the Jail staff at least one day in advance. Approval may be obtained by phone, but you will be required to provide documentation of the overtime from your employer. You may not work more than six (6) days/sixty (60) hours a week.

TRANSPORTATION

Transportation is each inmate's responsibility. All Work Release Inmates must have transportation arrangements approved by the Program Coordinator. A change in transportation status requires a review by the Program Coordinator. Proof of insurance and proof of valid driver's license are required for **all** drivers' providing transportation to and from work.

Your driver will report to Dispatch and show identification. Once your driver has been verified he/she is to park on in the Work Release parking lot.

Dispatch will notify Master Control that your driver has arrived and you will be released. Your driver will drop you off in the same parking lot and you will walk to the Work Release entrance. If a driver does not have a valid license, or there is a warrant for the driver, you will not be released for work.

Inmates cannot share rides to work unless they work the exact same hours and location.

TRAVEL TO AND FROM JAIL

After leaving the Jail, you must report directly to your designated work location. Any stops along the way must be approved prior to leaving the Jail. (This includes getting gas).

UNEMPLOYED WORK RELEASE INMATES

All unemployed Work Release inmates will be terminated from the program. It is the inmate's responsibility to notify the Jail staff as soon as employment is terminated

SELF-EMPLOYED INMATES

An Inmate who is considered self-employed, or family employed, will provide an address and phone number where they will be working on a daily basis. Inmates will not be anywhere other than the work site, unless specifically authorized by Jail staff. You must provide a copy of your job bid/proposal, licensing, or any other requested proof of self employment.

WORK LOCATION

Changes in location for personal reasons (home, store, bank, barbershop, etc) are not authorized! Inmates must notify Jail staff if their location changes due to medical or other emergencies.

Those inmates in construction or service occupations which require them to be work locations other than the mailing address of the employer, as recorded in their individual files, must provide the job site address daily. Each time work location changes inmates must immediately telephone and notify the Jail staff of the exact street address, city and all other information which would most accurately enable the staff to physically contact you.

APPOINTMENTS

Inmates who have appointments and/or court appearances in or out of the County of Wabasha will notify Jail staff at least two (2) days prior to appointment. Failure to notify Jail staff will result in disciplinary action.

INMATES WHO WORK A SCHEDULE

You must provide Jail staff with a photocopy of your work schedule. It is your responsibility to turn in current schedules. Failure to do so will result in loss of work until a new schedule is provided.

LEAVING AND RETURNING FROM WORK

You will be released at your scheduled time; you must go directly to, and from work. Jail staff must approve any deviations. Exceptions will be made for bad weather conditions or approved schedule changes.

You will be expected to return at your scheduled time. Failure to do so, without permission, from Jail staff will result in disciplinary action.

Inmates will not be released for work when a "No travel" advisory has been issued for the area.

In case bad weather conditions develop while you are at work, you must contact the Jail. Jail staff will advise you what to do.

When you arrive back at the Jail at the end of your work day, you must immediately report to the Jail. Do not sit in the car just because you arrived early. Due to your contact with the public, you will be strip searched upon entry to the Jail.

TUBERCULOSIS SCREENING

On, or before your 14th day of confinement, you will receive a required tuberculosis screening (Mantoux test). On the day you are to receive your Mantoux test, you will not be released for work until after the test has been administered. Jail staff are trained to read your test, so you will not be detained from going to work a second day unless your test results are questionable and require a doctor's attention. The screening, test, and follow up are the financial obligation of Wabasha County.

MEDICAL TREATMENT

Jail staff will respond to all medical emergencies. You will be financially responsible for any costs incurred for medical or dental treatment while on the Work Release Program. You will be required to make all necessary appointments and arrange for transportation to and from the appointments. You must tell the Jail staff of appointments and provide documentation that you attended the appointment.

If you have any prescription needs while serving your Work Release sentence, you will be financially responsible for these medications and also for obtaining these medications. Prescription medications will be kept by the Jail staff and administered as prescribed. A limited number of non-prescription medications and first-aid items are available at your expense through the Jail canteen.

Medications administered by injection will be self-administered under the supervision of the Jail staff. Only qualified medical staff will give required injections, which are not self-administered.

CONTRABAND

Introduction of contraband into a Jail is a crime. Contraband is any controlled substance or any intoxicating/alcoholic liquor or malt beverage. This definition is further broadened to include anything that is not issued and/or authorized to be in your possession while in this facility, or anything authorized but altered from its original state.

PROPERTY

While in the Wabasha County Jail you will wear Jail clothing. You will be provided a locker to store your personal property and clothing. You will be changing as you enter and leave the facility. You will be strip searched everyday upon return to the Jail. No items of personal property will be allowed in the cell without approval from Jail staff. Personal property found in your possession, will be considered contraband and may result in your loss of Work Release.

STUDENT INMATES

Inmates who are registered students of a credible school may continue attending classes on the Work Release program. Student inmates will follow all rules and regulations that apply to the Work Release program, with the following exceptions:

1. Student inmates will be allowed to have two (2) pre-approved textbooks in the Work Release cell area. To obtain pre-approval for a textbook an inmate must provide the following information to the Jail staff:
 - a. A copy of the school registration form that lists all classes to be attended.
 - b. Documentation that all registration fees have been paid.
 - c. A written letter from the professor/instructor requesting the need for required reading. This letter must contain the title and author of the book, test and/or study material.
 - d. All books will be searched by the Jail staff
2. Student inmates will also be allowed to bring in pre-approved study material. Study material will be subject to the same procedure as textbooks. The Wabasha County Jail staff reserves the right to deny any or all, requested study material.

3. The following will not be allowed in the Work Release Housing Unit:
 - a. Ink pens
 - b. Pencils with metal
 - c. Any metal objects with sharp edges
 - d. Spiral notebooks, all paper must be in loose-leaf form
 - e. Book bags
 - f. Three ring notebooks
 - g. Art projects, etc.
 - h. Lap top computer

ENTERING JAIL- CHEMICAL CONSUMPTION

You are not to consume or possess any controlled substance, malt beverage, intoxicating or alcoholic liquor, non-prescribed drugs, and/or anything containing alcohol during your commitment. (This includes your start date and the time you are out on release.) You will be required to submit to a urinalysis test. If the urinalysis is positive, you will not be allowed to go out to work.

Entering the Wabasha County Jail at any time with evidence of chemical consumption will result in the loss of Work Release privileges and/or notification of offense will be sent to the courts or probation department.

Inmates shall not inhale, ingest, or inject any substance that has an intoxicating effect. Any inmate found to behave in such a manner which demonstrates his/her being under the influence of an intoxicating substance will be found in violation of this section. This includes over the counter medication, non-approved prescription medications, illegal drugs, alcohol products or substitutes, inhalants, etc.

SMOKING

The Wabasha County Criminal Justice Center is a tobacco free facility! Cigarettes are considered contraband. Those caught smuggling or assisting in the smuggling of tobacco products will be subject to disciplinary action. Wabasha County Policy prohibits smoking on county grounds. Do not smoke in the parking lot or at the Work Release Entrance.

ALCOHOL /DRUG TESTING

The following guidelines will be strictly followed for alcohol and drug testing:

1. Inmates sentenced to the Wabasha County Jail with Work Release privileges will be required to provide a urine sample for drug testing.
2. Inmates will provide a minimum of one screen per length of sentence. (Urine screens are taken randomly by the Jail staff)
3. Inmates will be required to pay a fee of \$15 per urine test screen.
4. Work Release inmates are required to keep a minimum balance of \$15 in their account to cover the cost of a urine test.
5. Any evidence of chemical usage while on the Work Release program will result in the loss of your Work Release status and you will be placed in the General Population. You may also be subject to the loss of all or some of your earned Good Time.
6. You will be expected to provide a breath sample upon request. There is no charge for a breath test. Alcohol usage while on the Work Release program will result in the loss of your Work Release privileges.
7. Failure to supply a urine sample or breathalyzer will result in the loss of your Work Release privileges.
8. Court and Court Services will be notified of all positive urine and breath test results.