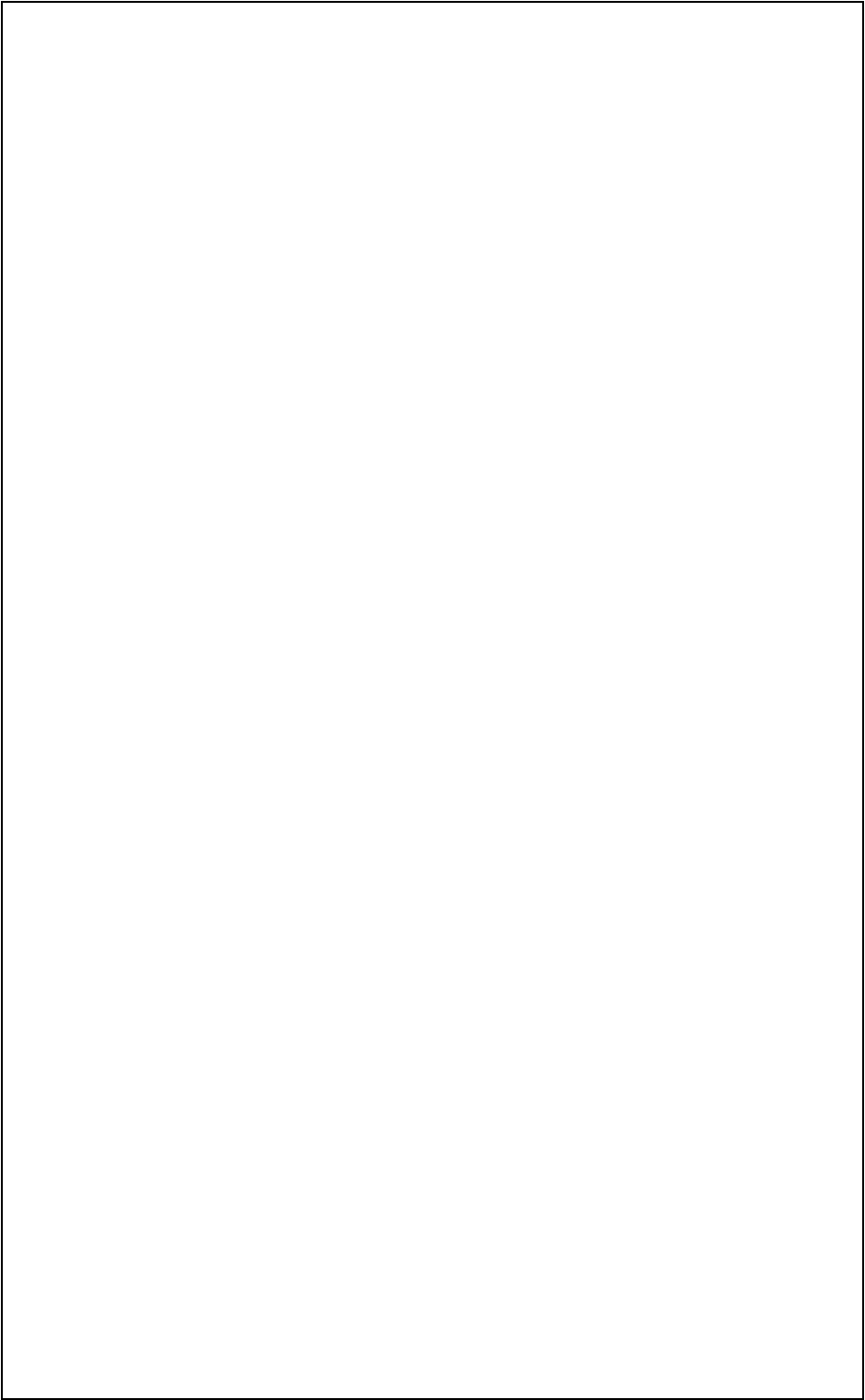

WORK RELEASE PROGRAM

HANDBOOK

2025



Community Corrections



WORK RELEASE PROCEDURES

Work Release is a privilege that allows inmates who are employed at the time of incarceration or enrolled and attending school to maintain their employment/schooling while serving a jail sentence. No inmate will be considered for Work Release unless the Court has authorized Work Release/Huber Release by way of court order. Inmates with active warrants or "holds" will not be released for work until the warrant/hold has been removed. The following information describes the operation and rules of the Work Release Program. All Work Release inmates will be held responsible for the following information.

A) ELIGIBILITY CRITERIA:

- Only inmates who have been employed at least part-time for two weeks prior to their report date and provide the required documentation will be considered eligible for Work Release.
- Employment must be verifiable and in compliance with State and Federal labor laws.
- Inmates must provide proof that employment provides a regular source of income and is subject to income tax.
- Inmates may work only one job, unless Work Release staff grants permission to work more than one job. The two jobs may not exceed a total of 60 working hours per week.
- Inmates may not be employed or supervised by another inmate.
- An inmate previously terminated from a jail release program (Work Release, Sentence to Service, or a furlough from jail to treatment) may not be eligible for Work Release.

- Door-to-door sales/soliciting or commission-based sales-only jobs are NOT eligible for Work Release.
- Inmates are not permitted to work for cash.
- Inmates are required to sign a Release of Information for Work Release staff/Jail staff and the employer.

Self-employed/Sub-Contracted inmates are subject to the following:

- The company or individual must be registered with the State/Federal government and provide proof of current General Business Liability Insurance.
- The company or individual must provide proof of Workers Compensation Insurance if the business employs others.
- Inmates must provide a business address and the company must have been in business for at least six months and demonstrate a source of income. Inmates may not go to family/friends' residence for business.
- Inmates will be required to provide proof of tax documents from previous years or recent tax information such as a 1099.
- Other documentation may be required such as copies of bids and proposals, or verification from employers or customers.

B) VERIFICATION OF EMPLOYMENT:

- **Inmates will not be released for work until employment has been verified.** Employment will be verified through direct contact with employer, review of payroll stubs, work schedules, income tax

statements, 1099 forms, on-site visits, phone checks, or any other means as determined by Work Release staff.

- If employed by a staffing company, Work Release staff will verify with both the staffing company and the company inmate is currently assigned.
- When the total paid hours are not listed on the check stub (salaried employee), total hours worked will be verified with employer. Inmate must provide ongoing proof of income by providing regular paystubs.
- If an inmate is self-employed/sub-contracting, they must provide copies of payment as a proof of continued employment.
- Inmates must notify Work Release staff immediately of any changes in employment. Any employment changes are subject to staff approval. In the event an inmate is fired from or quits a job, they should return directly to the jail and notify Work Release staff at **651-438-8258** or **763-415-5469**.

C) WORK SCHEDULES:

- Work schedules are based on a standard of 40 hours for full-time employment. Inmates are not permitted to work more than 12 hours a day or 60 hours per week. Time is allotted for travel to and from jail to job site.
- Inmates may not work more than six days per week.
- Work Release staff have the right to limit schedule changes.
- Any request for schedule variations must be submitted at least two business days in advance

excluding holidays and weekends and must come directly from employer.

- Inmates will not be permitted to leave the jail for work release on the day they report to jail.

HOLIDAYS: Inmates will not be released for work on a holiday without approval from Work Release staff. The employer must contact Work Release staff at least one week prior to a holiday (excluding weekends) to verify. Self-employed/sub-contracted individuals will be subject to review by Work Release staff.

D) JOB SITE/JOB SITE CHANGES:

Inmates must be present at the verified job site. Inmates may not leave that location for any reason other than to return to jail, unless authorized IN ADVANCE by Work Release staff. Any change in job site must be reported to Work Release staff by calling or texting the Work Release cell phone at (763) 415-5469.

E) MEALS:

Inmates not in custody during jail mealtimes are responsible for their own meals. Inmates are permitted drive-thru or take out restaurants only.

F) SCHOOL/TREATMENT:

SCHOOL: School attendance is permitted by court order. Inmates must be enrolled in an in-person, accredited educational institution and verification of enrollment and class schedule will be verified through school administration. Study time is determined by Work Release staff and school administration.

TREATMENT: Release for treatment is permitted by court order. Verification of enrollment in a treatment program must be provided along with proof of ongoing attendance.

A Release of Information must be signed by the inmate authorizing Work Release staff/Jail staff to communicate with school or treatment personnel related to Work Release functions.

G) PERSONAL BUSINESS/ OUTSIDE APPOINTMENTS:

Inmates may be allowed to complete tasks and errands necessary to their continued success in the Work Release Program. This may include time to do laundry (at local laundromat) and attend court hearings. Other personal appointments may require a court order for release. A signed Release of Information may be required prior to verification of appointment. Proper documentation verifying appointment must also be provided to Work Release staff upon inmate's return to jail.

H) TRANSPORTATION AND PARKING:

Inmates must provide their own valid transportation subject to approval by Work Release staff. If an employer requires the inmate to drive a company vehicle, this vehicle must also be verified. A map for parking is included in the Work Release application packet.

I) FEES:

Work Release inmates will be charged a daily fee for each day housed in the Work Release Unit along with a one-time booking fee. Daily fees must be paid prior to release for work. Work Release fees are not assessed for inmates attending school or treatment only. Payments are collected by jail staff and can be made with cash or credit card; a fee is assessed for credit card payments. Inmates serving a sentence for a different county will have additional costs. Please contact Jail Administration prior to your report date at: DCJailAdmin@co.dakota.mn.us or (651) 438-4800.

J) DISCIPLINARY GUIDELINES:

MINOR WORK RELEASE RULE VIOLATIONS: May result in verbal and/or written warnings, or up to three days suspension of release privileges.

- 1) Failure to obtain prior approval from Work Release staff to attend outside appointments.
- 2) Failure to obtain prior approval from Work Release staff to go to a site, other than a permitted location.
- 3) Failure to report job site changes as instructed by Work Release staff.
- 4) Modifying work/school/treatment schedule without prior approval from Work Release staff.
- 5) Any socialization outside of the purposes of school/work/treatment.
- 6) Failure to submit paycheck stubs, appointment verification forms or other verification documents as requested by Work Release staff.
- 7) Repeated late returns from authorized release.

MAJOR WORK RELEASE RULE VIOLATIONS: May result in the following: written warning, loss of release privileges for up to three days, revocation of Work Release privileges, loss of statutory good time, referral for criminal charges.

- 1) Repeated Minor Rule Violations.
- 2) Unauthorized absence from approved or scheduled Work Release activity (work, school, personal business time, appointments, etc.) or failure to report change in employment or school status.
- 3) Use of alcohol or non-prescription drugs, failure to submit to breathalyzer or urinalysis testing.
- 4) Failure to report citations or arrest or failure to remain law abiding.
- 5) Violating a no contact order.
- 6) Failure to report directly back to jail from any authorized release.
- 7) Associating with other inmates outside of regular work purposes while out on Work Release.
- 8) Going to any residence without prior approval from Work Release staff.
- 9) Driving, providing, or accepting rides without authorization from Work Release staff.
- 10) Failure to remain in compliance with all rules/regulations of probation.

For verification of program acceptance, please contact the Work Release Program at 651-438-8258 prior to your jail report date. If accepted, please report to jail with three changes of work clothing.

For additional information regarding jail policies, please refer to the Dakota County Jail Inmate Handbook

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