

# STEELE COUNTY WORK RELEASE CONTRACT

## DOC INMATES only

Under the authority of Minn. Stat. 241.26, the Department of Corrections is authorized to conditionally release participants to a work release program prior to a participant's confinement release date. The purpose of the program is to enhance public safety by providing supervision and structure to participants as they transition from prison to the participants community. Exclusionary criteria have been established to eliminate from consideration applicants who represent a significant risk to the public. In addition, applicants who have shown an inability to adjust to corrections; supervision in the community or within the prison or those deemed to be at a very high risk to reoffend will not be afforded this opportunity.

### ELIGIBILITY:

To be eligible for the Detention Center's Work Release Program, you must meet the following criteria before being allowed in the program:

- Have no active security related housing conflicts.
- Provide a clean urine analysis. You will be able to retest every 7 days until a clean test is provided.
- Have no outstanding warrants and have no open cases with pending bail.
- Be able to provide 2 forms of identification.
- Agree to abide by all rules listed below as a condition of your eligibility.
- Abide by any additional eligibility requirements set out by the DOC

### RULES:

1. To be of general good behavior and abide by the laws of the State of Minnesota and the United States of America. You also agree to follow all rules and policies laid out in the Steele County Detention Center Inmate Handbook. A copy of the handbook and Discipline Plan are available on the unit kiosks. It is your responsibility to familiarize yourself with both documents. By signing this agreement, you acknowledge that you will comply with this stipulation.
2. Any rule infractions may result in the loss of Work Release privileges. You also understand that if you violate any terms of this agreement, the inmate handbook, or violate any condition of the Work Release Program relating to conduct, custody, or employment, you could be held in from work pending further investigation of the alleged violation. If the alleged violation is unfounded, you will be placed back on the Work Release Program. If the alleged violation is founded, you will be subject to disciplinary action.
3. If you are found in violation of Work Release guidelines, you have the right to appeal the decision made by the Jail Administrator or designee to your MNDOC work release agent. The agent may review the decision made by the Jail Administrator or designer. Send your appeal to Programs and it will be forwarded to Kim
4. You are not to consume or possess any substance containing alcohol. These include but are not limited to any cold medicine with alcohol, hard liquor, beer, 3.2 beer or a facsimile (near beer). You will be subject to breath test at any time; failure to provide a test is considered a failed test. Any failed tests will result in disciplinary sanctions, up to revocation of Work Release. If you report to the Detention Center under the influence of any alcoholic substance, you will be in violation of your Huber Law privileges and will be held in from work. If you are on probation, your Probation Officer will be notified.
5. You are not to consume or possess any controlled substances or mood-altering chemicals. Any inmate found to be in possession of or found to be using a controlled substance or mood-altering chemical, will be subject to disciplinary sanctions, up to revocation of Work Release. You will

be subject to urine testing at any time; failure to provide a test is considered a violation. You will be subject to a \$10 per week fee for these tests. Tests will be at random and will range from 0 to 7 times per week based on need. If you test positive for any illegal drugs or mood-altering chemicals, you will be subject to violation. A failed test when you report to jail will delay your ability to enter the program until such time you test negative. You will be allowed to test 7 days after your initial test. The initial test at your expense. Your DOC case worker will be notified of your failed results.

6. Steele County prohibits the use of tobacco or vaping products on detention center property. Anyone found to be using such products on Detention Center grounds will be subject to disciplinary sanctions.

7. **Medications:** You are required to provide your own medications. All prescribed medication must be given to Correctional Staff upon your arrival to the Detention Center. The Steele County Detention Center's contracted medical provider will determine if the medication is allowed in the facility. You will need to plan to have access to medication while at work if needed. The Steele County Detention Center does not allow detainees to take medications in and out of the facility, nor does the facility split medications. Please plan accordingly. If you are prescribed a medication that will result in a positive drug screen, you will be required to present your verified prescription before being let out for work. If you are on prescriptions that result in a positive drug screen, your UA may be sent into a lab service weekly to test base levels. Weekly tests under these circumstances will be \$45.00. Any increase in base level drug screening may result in disciplinary action and loss of work release privileges.

8. **Medical Appointments:** You will be responsible for all aspects of your medical care. If you have an appointment to see a doctor, you will need to submit that information to the programs department so they can verify your appointment before you are allowed to attend. Any emergency care needed while you are out at work will be your responsibility. The programs department will need to know as soon as possible that you are at a medical facility. If you see an offsite medical professional, you will be required to provide documentation that shows time of arrival and discharge from the medical site. You will be required to present this documentation to Programs (or correctional staff after business hours) upon your return to the facility. Failure to do this will result in disciplinary sanctions. Any medical care that is needed while in the facility will be dealt with, but how it is dealt with will be based on the severity of the situation.

Once you obtain employment you will have very limited access to medical care in the detention center. All non-emergency care will need to be scheduled via medical passes and prescriptions will need to be filled at a pharmacy and will be at your expense.

Failure to comply with medical directives given by jail medical staff or outside medical provider could result in the suspension or revocation of your work release privileges.

9. You are not allowed to be employed by someone who has been incarcerated in our jail facility within the last year, or if they are a family member. A currently incarcerated Work Release inmate may not work for another currently incarcerated Work Release inmate. You will be allowed to work one full-time job, no part-time jobs. You must be paid at least minimum wage. Working for someone to pay off a debt is not considered employment. You may not work for cash. All appropriate and legal withholdings must be taken from wages. We will not condone or approve employment that doesn't follow Federal, State or IRS guidelines.

10. Job changes will only be allowed in extenuating circumstances, such as being laid off from work. If you believe you have an extenuating circumstance, speak to programs. If you are terminated (fired) or quit your job, you will not be allowed to seek further employment.

**11. Work Hours:** You must obtain full-time employment of at least a guaranteed 40 hours a week. Your work hours will be subject to approval by Programs Staff. A copy of your time sheet, timecard or pay stub must be submitted at the end of each pay period, they should be dropped in the locked box in the Huber Vestibule (entrance). Check stubs will be retained in a digital format and returned to you. You will be allowed a maximum of twelve hours to work, including your travel time. The only exception to this rule is if you work a rotating schedule that involves 12-hour shifts. The most common example would be factories that work 12-hour shifts as part of normal operations.

You will be allowed a maximum of 60 hours per week, though exceptions may be granted for OT provided your employer contacts us to verify these hours. Each week, you are required to spend 24 consecutive hours in the Detention Center where you do not leave for work or return from work. Jobs that require an on-call component must be approved by Programs Staff. Your ability to participate in on-call work may be affected by jail operations such as, but not limited to, severe weather-related lockdowns, sanctions for inappropriate behavior, or if said on-call date would conflict with the Steele County Detention Center Work Release Contract or policies.

The Programs Staff must approve work hour changes. The Programs staff must approve all overtime. All overtime requests must be requested from a member of the programs department by your supervisor.

**12.** It is your responsibility to turn in your schedule on a weekly basis. You will submit your schedule by placing a completed copy in the lock box in the Huber vestibule. Blank schedule forms are available in the Huber Vestibule as well. Schedules are due at 4pm on Tuesdays. If you turn in your schedule late, you will be required to sit in a minimum of 1 working day to ensure your schedule is entered and verified.

**13.** It will be a violation of the Work Release Program if you falsify any documents including overtime slips, extracurricular slips, time sheets, timecards, pay stubs, car insurance forms, overtime request slips or letters, etc. It is in your best interest to make sure your employer provides us with the correct information. It is your responsibility to have your supervisor contact programs for any overtime.

**14.** There will be random work site checks and telephone calls to your place of employment by a member of the Programs Department to ensure that you follow the Work Release Program rules. If for some reason you foresee a problem with Programs Staff finding you at the job site or telephoning your employer, it is your responsibility to communicate that to the Programs Staff. We will not cover for anyone participating in the Work Release Program that doesn't want their employer to know of their situation.

**15. Travel:** You agree to be at your place of employment or the Steele County Detention Center unless prior arrangements for other activities have been made with the Programs or Shift Supervisor. You will not be allowed to stop anywhere without written permission. You will always proceed directly, by the shortest route possible, to and from the Detention Center. You are not allowed to stop at your home, or any other residence, for any reason.

You will be allowed up to 1 hour of travel time to get to your place of employment. Any deviation from this time frame will need to be approved by the programs department prior to employment approval. Travel time will be based on your mode of transportation, e.g., if you walk to work, you must be able to arrive at your place of employment within a one-hour timeframe.

Returning even slightly late may result in disciplinary action. You understand that if you fail to return from work on your scheduled date and/or time, you may be charged with escape from custody.

**16. Driving:** All work release participants are required to produce their valid driver's license, title, and proof of insurance if they are driving themselves. This rule also applies to whoever else is driving you to and from work. Every new driver you have must register with the Programs Staff prior to providing rides. It is imperative that you let your ride know this because you will not be released for work until they do so. Hitchhiking to and from work is not allowed. You are not allowed to leave the Detention Center and meet your ride at another location. This rule also applies when you are returning from work; you must be dropped off at the Detention Center.

Driving privileges are approved and limited by the DOC. You may apply for re-instatement at the DMV by using a pass, once you become eligible, but driving restrictions may still apply. These will be communicated to you via programs staff or the DOC work release agent.

Car purchases are subject to DOC approval. You are required to get approval from the DOC prior to any vehicle purchase. Proof of approval must be provided to Programs Staff prior to being allowed to use the vehicle. Any deviation from this may be considered a work-release violation. SCDC will not allow that car to be on the property without prior approval. You may not enter a loan to obtain a car.

If the DOC approves you purchasing a car you will need to have your valid driver's license, proof of ownership (the title), and proof of insurance to be cleared for driving privileges by the SCDC. In the case you do not own the car, you will need written permission from the owner of the vehicle and proof they have added you to their insurance.

**17. Financials:** You agree to pay the required fees to participate in the Work Release Program and to keep your payments current with the DOC. This means submitting at least half of your net pay to the MNDoc via money order until all your financial obligations are fulfilled. This may include a portion of your housing costs, gate fee, and court ordered obligations. DOC inmates that participate in the work release program will arrange to pay any outstanding debt to the Detention Center before their release day. In the event you are held in from work or removed from the work release program due to violations of either the work release contract or the Steele County discipline plan, any fees that have already been paid will not be eligible for refund.

**18.** You understand that as a Work Release participant you are entitled to three (3) meals daily, so long as you are present at mealtimes. If your work hours are such that you are not present at mealtimes, you may request a meal for any service periods missed. This is done the night prior to your workday. You are not permitted to leave your worksite for meals over your lunch or break periods. Please plan accordingly.

**19. Clothing:** While in the Detention Center you will wear jail issued clothing. You will be provided with a locker to store your clothing. **\* Please be advised that all lockers are subject to search and the Steele County Detention Center is not responsible for lost or stolen items. Please consider this when storing valuables on site.** \* You will change clothes as you enter and leave the facility. You will be responsible for letting correctional staff know when you need laundry done for your work clothes (there is \$10 fee for this service). You must ask 48 hours in advance to ensure they are washed in time. We will not accept clothes at the front desk of the

Detention Center. You may not bring anything with you at the time of check-in except for your clothes and items you need for work. If you need clothing programs can schedule time for you to go out to shop for needed items. Your family can bring clothes by appointment with Programs. This is a one-time occurrence.

**20. Personal Property:** Personal property (examples, but not limited to: phones, money, work related items, etc.) will not be allowed in the detention center vestibule or in your clothing lockers. Lockers are available for your use in the public lobby. These lockers are provided at no cost to you. All personal items (except for clothing and a lobby locker key) must be stored in these lockers, no exceptions. **\* Please be advised that all lockers are subject to search and the Steele County Detention Center is not responsible for lost or stolen items. Please consider this when storing valuables on site.** \*To obtain access to these lockers, please obtain a token from master control upon your return from work, the token is for the small lockers only.

21. While on work release there may be restrictions on access to the Internet. Programs will cover these restrictions if they apply to you.

22. There is an Amnesty box located inside the Work Release Entrance. This is your last opportunity to get rid of items that may be contraband if brought into the facility, i.e. cigarettes, matches, drugs, etc. You can deposit the items in there with no questions asked.

**23. Inclement Weather:** In the event you are scheduled to be released to work during any weather-related advisory issued by the National Weather Service, Programs will determine the best course of action to ensure you are able to be released for work safely. Any special weather alerts (Extreme heat or cold, Dense Fog Advisory, flash flood, severe weather watches, etc.) the Programs department, or in their absence, the shift supervisor will determine the course of action to safely release you for work. In the event of a Severe Weather Warning (Tornado Warning, Thunderstorm Warning, etc.) you will not be permitted to leave the facility until the warning has cleared.

**24. Cell Phones:** Upon admittance to the Work Release Program, you will be charged the cost of a cellphone and prepaid plan. This charge will be assessed to your inmate account if you are cellphone eligible. This is to facilitate obtaining employment through online platforms such as Indeed that require unique email addresses and phone numbers. Once you obtain employment and your first check, you must pay off the balance of your inmate account. The cellphone will also be yours to keep and released to you once you have employment. You will be allowed to use this cellphone while you are out of the facility. No other cellphones are approved.

Rules:

- You have permission from your probation officer or DOC work release agent.
- You agree to purchase the phone from Steele County at cost, generally under \$50.
- Your jail account will be charged once you collect your first paycheck.
- You keep your phone in the front lobby lockers while you are at the Detention Center.
- You may not use or charge your phone in the lobby.
- You do not violate any legal conditions or orders by owning or using your phone.
- You may be restricted from having a cellphone if it conflicts with a court order or condition for communication device.
- Attached cellphone agreement must be completed to proceed with this opportunity.

- If you need help obtaining employment and you are legally barred from having any form of electronic communication or disallowed by the DOC work release agent, other arrangements will be made to help you obtain employment.

I fully understand the conditions set forth in this contract.

**INMATE SIGNATURE**

\_\_\_\_\_. **DATE** \_\_\_\_\_.

I submit that I have discussed the above agreement with the above-mentioned individual and witnessed their signature to this contract.

**PROGRAMS STAFF**

\_\_\_\_\_. **DATE** \_\_\_\_\_.

**STEELE COUNTY DETENTION CENTER**  
**DOC WORK RELEASE PASS CONTRACT & RULES**

NAME: \_\_\_\_\_. DATE EMPLOYMENT STARTS \_\_\_\_\_  
DATE OF FIRST 4 HOUR PASS ELIGIBILITY (30 DAYS AFTER 1<sup>ST</sup> DAY EMPLOYED) \_\_\_\_\_  
DATE OF FIRST 6 HOUR PASS ELIGIBILITY (60 DAYS AFTER 1<sup>ST</sup> DAY EMPLOYED) \_\_\_\_\_  
DATE OF FIRST 8 HOUR PASS ELIGIBILITY (90 DAYS AFTER 1<sup>ST</sup> DAY EMPLOYED) \_\_\_\_\_

**RULES**

- MUST BE CURRENT WITH DOC PAYMENTS AND HAVE TURNED IN CURRENT PAYSTUBS AND TIMESHEETS
- PASSES MUST BE TURNED IN BY TUESDAY AT 4PM.
- COMPLIANT WITH ALL STEELE COUNTY DETENTION CENTER AND WORK RELEASE RULES. IF YOU HAVE ANY QUESTIONS ABOUT WHAT AN ACCEPTABLE PASS LOOKS LIKE, SEND A MESSAGE TO PROGRAMS.
- DOC PASS FORM MUST BE FILLED OUT COMPLETELY AND APPROVED BY PROGRAMS STAFF.
  
- PASS LOCATIONS MUST HAVE A LANDLINE AND BE ACCESSIBLE TO YOU IF SCDC STAFF CALL TO VERIFY YOUR ACTIVITIES
- ALL PASSES MUST BE COMPLETED BY 10PM
- YOU ARE ALLOWED TWO LOCATIONS PER PASS AND NOT BE AT ANY OTHER LOCATIONS
- YOU MAY NOT VISIT GAMBLING ESTABLISHMENTS, HOTELS/MOTELS/MICROTELS, MALLS OR OTHER LOCATIONS NOT DEEMED FIT FOR A PASS.
- IF YOU ARE WITHIN 100 DAYS OF YOUR RELEASE, YOU MUST HAVE AN ACCEPTABLE RELEASE PLAN SUBMITTED, OTHERWISE PASS PRIVILEGES WILL BE REVOKED
- STEELE COUNTY DETENTION CENTER STAFF RESERVE THE RIGHT TO REFUSE ANY PASS FOR ANY REASON

*I understand that I must always maintain accountability and may be ordered back to the Steele County Detention Center at any time.*

\_\_\_\_\_  
*Signature of DOC Work Release Inmate*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of SCDC staff*

## STEELE COUNTY WORK RELEASE PROGRAM

Name: \_\_\_\_\_ Court File Number: \_\_\_\_\_

Date Started: \_\_\_\_\_ Out Date: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Sentencing County: \_\_\_\_\_

Probation Officer Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Job Title: \_\_\_\_\_ Pay Rate: \_\_\_\_\_

Date of First Check: \_\_\_\_\_ Paid Weekly: \_\_\_\_\_ Bi-Weekly: \_\_\_\_\_

Supervisors Name/Number: \_\_\_\_\_

Work Information: (Days and hours):

\_\_\_\_\_

Transportation to and from work, i.e., walk, bike, ride, drive: \_\_\_\_\_

Drivers License: \_\_\_\_\_ Proof of Insurance: \_\_\_\_\_

Approved Drivers: \_\_\_\_\_

Employment/Work Hours/Transportation Verified:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Staff Badge/Initials: \_\_\_\_\_

Other Information to Check:

Negative Balance/Amount: \_\_\_\_\_ Outstanding Warrants: \_\_\_\_\_

Booking Fee Amount: \_\_\_\_\_ Work Release Fee: \_\_\_\_\_

Total Amount Needed at Time of Check In: \_\_\_\_\_

Comments:

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## **STEELE COUNTY DETENTION CENTER**

**Anthony Buttera, Jail Administrator**

**Paul Prissel, Jail Assistant Administrator**

### **CELLPHONE USER AGREEMENT**

DOC inmates, you may have a cellphone while on work release at the Steele County Detention Center, provided you abide by the following rules:

1. You have written permission from your DOC work release agent.
2. You may not have a smartphone.
3. Steele County will supply you with a phone and your first set of minutes.
4. Your jail account will be charged when you collect your first paycheck, expect under \$50.00.
5. You keep your phone in a front locker while on detention center property. You may not use your phone while in the front lobby and you may not use the cell chargers in the front lobby.
6. You do not violate any legal conditions or orders by owning or using your phone.

Steele County and other County work release inmates, you may have a cellphone while on work release at the Steele County Detention Center, provided you abide by the following rules:

1. If you are on probation, you must have your Probation Officers written permission.
2. You may be restricted from having a cell phone if it conflicts with a court order or condition for communication devices.
3. Steele County will supply you with a phone and your first set of minutes.
4. Your jail account will be charged when you collect your first paycheck.
5. You keep your phone in a front locker while on detention center property. You may not use your phone while in the front lobby and you may not use the chargers in the front lobby.
6. You do not violate any legal conditions or orders with your cell phone use.

**Signing this document means you agree to all terms and conditions listed above.**

Detainee printed name: \_\_\_\_\_

Detainee signature: \_\_\_\_\_

Detainee's phone number: \_\_\_\_\_

Programs witness signature: \_\_\_\_\_

Date signed: \_\_\_\_\_