

## STEELE COUNTY DETENTION CENTER POLICY & PROCEDURE MANUAL

|                                                  |                                                        |
|--------------------------------------------------|--------------------------------------------------------|
| <b>SUBJECT:</b><br>Work Placement/Search Program | <b>EFFECTIVE DATE:</b><br>02/01/2023                   |
| <b>NUMBER:</b><br>8.12                           | <b>DISTRIBUTION:</b><br>All Authorized Personnel       |
| <b>REFERENCE:</b><br>8.8 Work Release            | <b>PAGE:</b><br>1 of 4                                 |
| <b>STEELE COUNTY SHERIFF</b><br>Lon Thiele       | <b>JAIL ADMINISTRATOR</b><br>Anthony Buttera <i>AB</i> |
|                                                  | <b>Revised: 02/01/2023</b>                             |

### **POLICY:**

The Steele County Detention Center shall provide a Work Placement/Search Program for those that meet minimum qualifications.

### **PURPOSE:**

To describe the standards used to determine detainee eligibility for the work placement/search program and the procedures for those who qualify.

### **PROCEDURE:**

#### **A. Eligibility:**

1. To participate in the Work Placement/Search program, an inmate shall:
  - a. Be sentenced by the courts to work release when eligible (Inmates are eligible once they are employed and otherwise meet requirements of this policy and the *Work Release policy* 8.8)
  - b. Classify as a minimum status detainee or obtain an administrative override for minimum status classification.
  - c. Agree to abide by all other rules and regulations established by the Steele County Detention Center for participation in Work Placement / Search Program;

**B. Work Placement Program:**

1. The work placement program is designed to assist detainees in obtaining employment before their release.
2. This program will be operated by the Steele County Programs Department and will be carried out in the following manner:
  - a. A sentenced detainee that does not currently have employment but meets the criteria listed in section A may be eligible to be part of this program.
  - b. The detainee will be required to request to participate in the work placement/search program via the detainee kiosk system.
  - c. Programs will determine eligibility and if the detainee qualifies, the Programs Department will meet with the detainee to assess work related information.
  - d. Using collected information, the Programs Dept. will attempt to connect the detainee with employment.
3. In the event the Programs Dept. obtains a suitable employer for a detainee in the Work Placement Program, the following will take place:
  - a. If the detainee accepts the job placement, the Programs Dept. will take the necessary steps establish the inmates Work Release status.
    1. A furlough may be sought to accommodate any interviewing, pre employment physicals and drug screens.
    2. Work Release status would cover any paid employment.
  - b. If suitable employment is found and the detainee does not accept the placement, they will be found ineligible for the Work Placement Program.
  - c. If the Programs Dept. is unable to connect the detainee with employment through the Work Placement Program, the detainee will then be eligible to be involved in the Work Search Program.

**C. Work Search Program:**

1. In the event a detainee that meets the eligibility requirements for the Work Placement/Search program but is unable to be placed in a position through the Work Placement Program, the detainee will be allowed to try and obtain employment through the Work Search Program.
2. The work search program will be operated by the Steele County Programs Department and will be carried out in the following manner:
  - a. Eligibility for Work Search (all must apply):
    1. Be sentenced and not currently employed
    2. Meet criteria listed in section A
    3. exhausted all possible placements through the Work Placement Program
  - b. Detainees eligible for the Work Search Program will be placed in the program by the Programs Department.
    1. Detainees reserve the right to refuse to be part of the Work Search Program.
    2. The Steele County Detention Center maintains the right to place and or remove detainees from this program for any reasonable reason.
  - c. The Programs Department, in coordination with the detainee, will develop a set of potential employers in which to submit applications.
  - d. The Programs Department will assist the detainee in submitting online applications to as many of the employers listed in the developed set.
    1. Programs will be listed in any applications submitted as the point of contact and will coordinate any interviews that may be offered.
  - e. In the event an interview is offered to a detainee, the Programs Department will do one of the following:
    1. Set up a telephone interview if acceptable through the potential employer.
    2. Set up an online video interview if acceptable through the potential employer.
    3. Take the necessary steps to obtain a furlough from the courts for the detainee to attend the interview in person.
3. If the detainee is offered an employment opportunity, the Programs Department will:
  - a. If the detainee accepts the job placement, the Programs Dept. will take the necessary steps to establish the inmate's Work Release status.

4. All employment opportunities obtained through these programs are subject to the guidelines listed in *Policy 8.8 Work Release*; and the work release contract.