

STEELE COUNTY DETENTION CENTER POLICY & PROCEDURE MANUAL

SUBJECT: Work Release	EFFECTIVE DATE: 01/09/2023
NUMBER: 8.8	DISTRIBUTION: All Authorized Personnel
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STEELE COUNTY SHERIFF Lon Thiele	JAIL ADMINISTRATOR Anthony Buttera AS
	Revised: 01/09/2023

POLICY:

The Steele County Detention Center shall provide for a Work Release Program consistent with MN Statute 631.425.

PURPOSE:

The purpose is to describe the procedures used in managing the Work Release (Huber) Program.

PROCEDURE:

A. Eligibility:

1. To participate in the Work Release program, an inmate shall:
 - a. Have work release ordered by the Court at time of sentencing;
 - b. Be gainfully employed at the time the jail sentence starts;
 - c. Agree to abide by all other rules and regulations established by the Steele County Detention Center for participation in Work Release;
 - d. Have the appropriate funds on their inmate account to pay for related fees.

2. Prior to reporting to jail subjects with Work Release shall:
 - a. Meet with Programs Staff to complete the Work Release Agreement and review any needed documents;
 - b. Make sure they have the appropriate funds available to pay fees.
3. After the inmate has met with Programs Staff and has completed the required paperwork, Programs Staff shall verify the employment information that was provided.
4. If employment verification is completed, and the subject has paid their fees they are eligible to participate in Work Release when they report to jail.
5. **Subjects must have a negative UA test prior to actual release for Work Release. Work Release participants may be tested randomly as part of their work release agreement, however they can be tested more frequently if use of a substance is suspected.**
6. Inmates on prescribed medication that may cause a UA to be positive may be subject to additional UA testing and the fees associated with those tests.
7. If employment verification is not completed inmates will not be allowed to go out for work or school until it has been done.

B. Inmate Compliance:

1. Work Release participants must submit their work schedule to programs each week.
2. Work Release participants must provide their pay stubs to programs each pay day.
3. Work Release participants must stay current on payments to cover all applicable fees.
4. Work Release participants are subject to random job site checks to verify attendance and compliance.
5. Participants who fail to abide by the Work Release Agreement or the Inmate Handbook will be subject to disciplinary action.

C. General Guidelines:

1. Participants are restricted to being out of the facility for a maximum of 12 hours per day. Any exceptions must be pre-approved by the Programs Staff.

2. Subjects are required to spend one (1) full day in jail each week.
3. Participants must submit schedule change requests to Programs Staff. All schedule changes must be approved by programs staff.
4. Participants are required to do their area cleaning either before they are released to work or when they return.
5. Staff are not required to wake inmates for work, alarm clocks are available for purchase by inmates.
6. The inmate should approach staff prior to their release time. The Housing Officer will check the release log to verify the correct time of release. If the time the inmate says they are to leave and the schedule don't match, the electronic schedule should be followed.
7. The inmates ID card should be left at the officer workstation upon leaving the unit.
8. The inmate, along with a correctional officer, will proceed to the work release locker room where they shall change from the jail-issued clothing to their street clothes.
9. Housing unit staff will be responsible for logging in and out times for work release inmates.
10. The correctional officer will give the inmate a bag lunch if the inmate will be out of the facility during normal mealtimes.
11. Male work search inmates will enter the building through the Work Release entrance door upon return. They will use the intercom to advise they are returning from work.
12. Female work release inmates will enter through the Main Lobby and advise Master Control that they are returning from work.
13. Master Control will notify staff that an inmate is returning from work.
14. A correctional officer will meet incoming inmates in the Work Release Vestibule and proceed to the locker room.
15. The correctional officer will unlock the inmate's locker. The inmate will be allowed to change out of his/her street clothing and place them in their locker in the outer locker room.

16. Inmates will be strip searched by an officer of the same gender while in the outer locker room.
17. Inmates will proceed to the inner locker room in their undergarments, they will finish dressing in their jail uniform and will be subject to a metal detector (wand) search while in the inner locker room.
18. At no time will an inmate be left unattended while in either the inner or outer locker rooms.

D. Violation of Work Release Status:

1. The Shift Supervisor shall be notified of any inmate who attempts to leave early or does not return at their scheduled time.
2. If an inmate returns to the facility late, Programs should be notified via email.
3. Any release status inmate who smells of alcohol or is suspected of using a controlled substance shall immediately be tested.
4. Any inmate returning more than thirty (30) minutes later than scheduled shall be secured and not allowed to leave the jail until after review by Programs Staff.
5. If a violation of a Work Release rule or facility rule occurs, a report will be completed and given to the Shift Supervisor. The Shift Supervisor will forward a copy of the report to Programs via email.
6. Inmates on Work Release are entitled to due process to address their alleged violations.

E. Misc.

1. Programs Staff shall keep Work Release schedules current.
2. Changes in schedules made by employers or inmates which do not allow adequate notice will **not** be allowed.

3. Correctional Staff shall follow the set schedule and direct any request for changes made by employers or inmates to Programs Staff.
4. Lockers will be made available to all work release participants for the secure storage of all items having a monetary value. These lockers can be accessed in the front lobby.
 - a. Detainees will be provided a token upon request to utilize lobby storage lockers.
 - b. Lockers utilized by detainees for storage of personal property are subject to search by detention center personnel.
 - c. The Steele County Detention Center is not responsible for any items stored in lockers.

F. Walk-Away/Escape from Custody:

1. If an inmate does not return to the facility within four (4) hours of the scheduled time and if no message has been received that explains the absence, Programs Staff and the housing unit officer shall prepare an incident report detailing the unauthorized absence.
2. The report will include employment information, time of release, time the subject was to report back to jail and any phone calls or attempt to locates that were completed.
3. Programs Staff shall prepare a report to the court requesting a warrant to be issued for the unauthorized absence.
4. In the event a detainee does not return by 2359 on the day of walk away, the shift supervisor will release the detainee from the Jail Management System.
5. Notification will be made to Jail Administration regarding any inmate that has not returned to the facility under this section.
6. Failure to return from release will be investigated and may be charged and prosecuted as an escape from custody.