

Work Release Handbook

Winona County
Detention Center

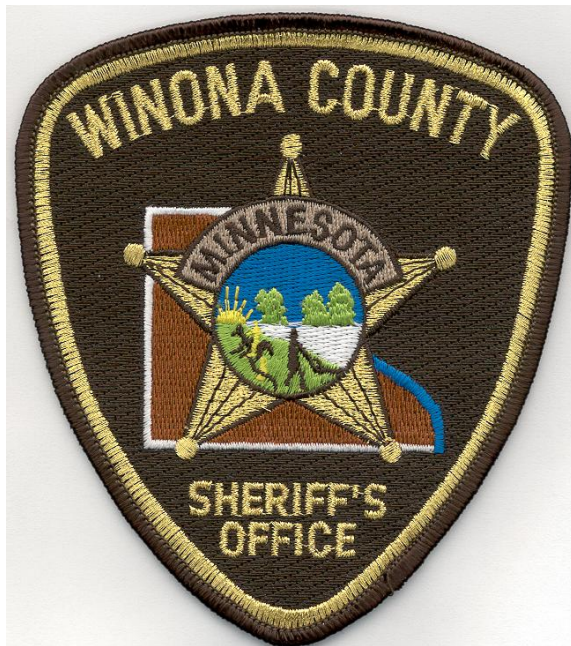


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JOB CRITERIA

Working for a temporary employment 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, unless you were hired while in custody. The temp agency must provide a work schedule and be willing to provide time cards as requested by the WCDC.

ELIGIBILITY

The Court has determined you may serve your sentence as a Work Release Inmate, if eligible. You are NOT eligible if:

- *You are not granted Work Release 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/designee 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 report to Jail having used drugs/alcohol
- *Your stay in Jail is less than three (3) days
- *If you fail to report on time to begin sentence
- *If you are unable to provide a clean UA and/or Breath test
- *Your employer does not provide Workers Compensation Insurance, or if self-employed, you do not provide proof of liability insurance
- *You failed to set GPS or keep your payments up to date with the vendor
- *You have any unpaid work release fees from a previous sentence.
- *You have any unpaid GPS Fees from any vendor

WINONA COUNTY DETENTION CENTER WORK RELEASE PROGRAM RULES AND REGULATIONS

The following Jail rules apply to all Work Release Inmates. In addition to all applicable rules found in the Inmate Handbook, 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 Detention Center Rules. Law and Rule violations may result in removal from the Work Release Program, and additional criminal charges may be brought against you.

BEFORE YOUR SENTENCE BEGINS

You are responsible for picking up the necessary paperwork required for admittance to the Detention Center Work Release Program. Paperwork must be completed and returned to the Detention Center prior to beginning your sentence. **YOU WILL NOT BE RELEASED FOR WORK UNTIL THE STAFF HAS COMPLETED JOB VERIFICATION, DRIVER VERIFICATION, GPS, AND INSURANCE VERIFICATION.**

You are required to meet with the Program Coordinator or designee to review the Handbook and sign a Work Release Contract. You may call the Winona County Detention Center to arrange for a meeting date and time.

Bring the following items to the meeting:

- *Driver's License (Or Identification Card)
- *Work Release Handbook
- *Completed Paperwork
- *If self-employed, proof of self-employment
- *\$10.00 Urine analysis test, \$10.00 Booking Fee
- * \$25.00 Hygiene supplies * GPS set up and in place

It is your responsibility to have a job prior to reporting for your sentence. You will not be allowed out of the Detention Center to seek employment, unless a court order has been issued by a Judge.

WORK RELEASE FORMS

1. Employment Verification Form: the employer must sign and complete. (A new schedule is required EVERY time there is a change)
2. Work Release Contract: Detention Staff will go over the contract with you to make sure you understand your responsibility for keeping your job.
3. General Information Form: You will be expected to provide all information that is requested of you.

PARKING

Work Release inmates are to park on the North side of the LEC and use the work release entrance on the South side of the building when reporting back to Detention Center after work.

MONEY

The Winona County Detention Center is not responsible for items (including money) left in Work Release areas. You are not allowed to have cash in your locker. When returning from work release with cash to pay fees or add to your account, stop at the LEC Lobby and place the funds on your account using the Kiosk. There is an ATM located in the LEC Lobby next to the Kiosk if you need to make a withdrawal from your bank 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 with before you leave the facility. Your meals **MUST** be eaten at your worksite. **You may not leave the job site for meals.**

INMATE HANDBOOK

In addition to a Work Release Handbook, you will be offered 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 Winona County Detention Center you are to ask Detention Staff.

WORK RELEASE FEE

All work release inmates are required to pay fee of (\$12.00 per day worked) (\$20.00 per day sentenced for OUT OF COUNTY SENTENCES half of total up front at check in) You will NOT be released for work unless your account is up-to-date.

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

Your Work Release account must show a zero (\$0.00) balance owed at the time of your release.

MAKING WORK RELEASE PAYMENTS

Work Release payments are to be made at the Kiosk located in the front lobby of the LEC. Once you have placed your funds on your account, print off a copy of your receipt. Let Detention Staff know you are ready to have your payment deducted from your account. Inmates can monitor all deductions from their account, on the Command screens located in the Annex and Main Detention Center.

WHAT TO BRING TO JAIL

You are to bring the following items:

- *Booking fee (\$10.00)
- *Drug Testing fee (\$10.00)
- *Existing doctor appointment cards
- *Prescription Medications
- *Work Release Handbook
- *Up to (5) pair of pants & (5) shirts or (5) dresses
- *Up to (5) T-shirts/bras
- *Up to (5) pair of underwear
- *Up to (5) pair of socks
- * (1) jacket (appropriate to season)
- * (1) pair of shoes/boots
- * (1) pair of gloves (appropriate to season)
- * (1) set of winter outerwear (if needed to perform job)

You may also bring:

- * (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.

LAUNDRY

You will be provided with a laundry bag to place your work clothes in. Laundry will be done by inmate workers assigned to that detail.

WHAT NOT TO BRING TO JAIL

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

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

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

EMPLOYMENT

It is the policy of the Winona County Detention Center, that Work Release Inmates will be allowed to work sixty (60) hours per workweek. The sixty (60) hours don't include 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 (1) 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 Detention Center. 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 Detention Center, 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 Detention Center. You

must notify Detention Staff if you go to a hospital or clinic for medical attention. Inmates are responsible for keeping the Detention Center 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 the Detention Center unless authorized in advance by Detention Staff. Any change in the jobsite must be reported to Detention Staff. Detention 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 Detention 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 Detention Staff. 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 provide proof of valid driver license and insurance. Any changes in how or who transports you to work must be report and verified before they are considered an approved way of transportation.

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

TRAVEL TO AND FROM JAIL

After leaving the Detention Center, you must report directly to your designated activity location. Any stops along the way must be approved prior to leaving the Detention Center. (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 Detention 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 Detention 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, barbershop, etc) are not authorized! Inmates must notify Detention 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 Detention Staff of the exact street address, city and all other information which would most accurately enable the Staff to physically contact Inmate.

APPOINTMENTS

Inmates who have appointments and/or court appearances in or out of the County of Winona will notify Detention

Staff at least two (2) days prior to appointment. Failure to notify Detention 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. Detention 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 Detention 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 of the development of bad weather conditions while you are at work, you must contact the Detention Center. Detention Staff will advise what you are to do.

When you arrive back at the Detention Center at the end of your work day, you must immediately report in. **DO NOT** sit in the car just because you arrived early. Due to your contact with the public, you shall be strip searched upon entry to the Detention Center.

TUBERCULOSIS SCREENING

On, or before your 14th day of confinement, you will receive a required tuberculosis screening (Mantoux test). Detention Staff are trained to read your test. The screening, test, and follow up are the financial obligation of Winona County.

MEDICAL TREATMENT

Detention 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 notify the Detention 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 Detention Staff and administered as prescribed.

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

CONTRABAND

Introduction of contraband into a Detention Center 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 Winona County Detention Center you will wear an orange uniform. 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. No items of personal

property will be allowed in the cell without approval from Detention 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 pre-approved textbooks in the Work Release Program room. All textbooks will be thoroughly searched by Detention Staff. To obtain pre-approval for a textbook an inmate must provide the following information:
 - 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 Detention 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 Winona County Detention Staff reserves the right to deny any or all requested study material.

3. The following will not be allowed in the Work Release cell area:
 - 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
 - e. 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 urine analysis. If the urine analysis is positive, you will not be allowed to go out to work.

Entering the Winona County Detention Center 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 Winona County Detention Center is a tobacco free facility! No exception to the rule! Cigarettes are considered contraband. Those caught smuggling or assisting in the smuggling of tobacco products will be subject to disciplinary action. Winona County policy

prohibits smoking on county grounds. DO NOT smoke near Entrance.

ALCOHOL /DRUG TESTING

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

1. Inmates sentenced to the Winona County Detention Center 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 Detention Staff)
3. Inmates will be required to pay a fee of \$10.00 per urine test screen.
4. 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.
5. 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.
6. Failure to supply a urine sample or breath test will result in the loss of your Work Release privileges.

GPS

All Winona County inmates who are granted unsupervised release are required to be monitored on a GPS system. Inmates are responsible for the care and cost of the GPS Unit rental. Winona County Detention Center is not responsible for lost, stolen, or damaged GPS property. Inmates renting the GPS device are responsible for maintaining a paid up balance with the vendor or will be terminated from the Work Release Program. If there is any unpaid balance owed by an inmate to a vendor, that balance must be paid in full prior to any new considerations of renting another monitoring device.

Inmates are responsible for keeping their GPS unit charged at all times while on the Work Release Program. Inmates will charge their GPS device an hour prior to scheduled departure for work, and an hour upon their return to the Detention Center. GPS units will be charged in the staging area. Inmates that fail to attain a good charge prior to leaving for work will be required to stay longer or return to the staging area. If a GPS unit needs to be charged during the work day the inmate may charge while at work, with the employer's permission. If GPS unit is not functioning properly the inmate will need to return to the Detention Center. During the days inmates are not working charging may be done in the Detention Center with Staff permission.