

Meeker County Jail – Release Rules and Application Information

(Read Information Completely)

The release program at the Meeker County Jail is designed to allow individuals to continue working at their current job, while serving the jail time ordered by the Judge. The program is designed to allow release for school treatment. You need to provide complete and accurate information. Read rules thoroughly and follow the instructions on the application.

A COMPLETE WORK RELEASE APPLICATION MUST INCLUDE:

1. Completed Work Release Information Sheet.
2. Signed copy of the Release Rules.
3. Written verification to include:
 - a. Employer Notification sheet completed by employer.
 - b. Your last two (2) check stubs (cash paying jobs do not qualify) with tax records
 - c. Your time card/or copy of, within the last month
4. Written Treatment verification (if applies) from your Treatment Center. This verification should be on the facilities letterhead and include hours days you attend, counselor's name, and phone number.
5. If self-employed the individual must provide a Tax I.D. number and the previous year's tax statement.

Special Notice

Eligibility for release may be denied because of other agency holds, distance to job site, lack of employer supervision, inability of Programs Office to verify job attendance or sites, transportation problems, history of non-compliance during previous commitments, failures to report for previous commitments, any escape charges, a charge with a victim or other relevant factors.

All rules are subject to change.

RETURN APPLICATION TO: Work Release Coordinator
Meeker County Jail
326 Ramsey Avenue North
Litchfield, Minnesota 55355

ANY QUESTIONS CALL: 320-693-5415 or 320-693-1742

Jim Watt, Jail Program Coordinator

Jim.watt@co.meeker.mn.us

YOU MUST BE ALCOHOL AND DRUG FREE WHEN CHECKING INTO THE MEEKER COUNTY JAIL, AND REMAIN SO FOR THE DURATION OF YOUR JAIL SENTENCE TO BE SERVED.

Return application at least 5 days before your date to report to jail.

Meeker County Jail – Release Rules

1. EMPLOYMENT

You must be employed for at least 1 month and have two paycheck stubs before you report to jail. You must be in attendance at your job/school/treatment during the specified times, and must not leave that location for any other reason than to return to jail. Any changed in job site must be reported to Program Staff in advance of changing your locations. You must return this signed document at least 5 business days prior to your reporting to jail. Any Huber packet later will delay you being released to work.

You must have prior approval from Program Staff before changing your schedule, working overtime, working holidays or changing employment. In order to be released on a legal holiday or overtime shift, the jail staff must receive a request from your employer in writing **at least 48 hours** in advance for you to be released. No verbal or phone requests will be honored. Any request less than 48 hours will not be honored. Below is a list of the holidays: New Year's Day (Jan 1st) Memorial Day, Independence Day (July 4th), Labor Day, Thanksgiving, Christmas (Dec. 25th).

Any appointments or Court appearance are to be scheduled at least 48 hours in advance with Programs Staff.

Jail Staff will be contacting employers, supervisors, counselors or teachers regarding your work, school or treatment schedules or other activity related information.

You may not work more than ten hours a day on a six-day work week, or twelve hours a day on a five-day work week. In either case within a calendar week, you must remain in the jail at least one day and you may not exceed a total of 60 work hours. You must be employed full time job to be eligible for work release (40 hours per week) some exceptions will be made. Part time jobs are not acceptable. Shift extensions will be granted only if you supervisor calls and makes arrangements. You will also be required to bring a note from your supervisor verifying the phone call.

In the event of being laid-off, strike, suspension, termination, cancellation, holiday, or early release, you must return directly to the jail. You will not be released to perform picket duty or other similar activity.

Proper written verification of work, treatment school, court appearances or any other type of release must be provided to the Program Staff on a weekly basis.

Unacceptable employment includes the following: working for cash, short term employment through a temporary service, family self-employed without documentable records or serving alcoholic beverages. All employment is subject to jail approval and all rules are subject to change.

Release times: Program staff will determine the appropriate drive time to your work location. A maximum of 1 hour drive time will be allowed, any job sites further than this could cause work release to be denied.

2. TRANSPORTATION:

Transportation must be approved by program staff. If you are a legal driver, you must provide vehicle description, license and copy of insurance card. If someone else is driving you, you must provide full name and date of birth of each driver. All vehicles and drivers must be approved before you can use them.

If you drive your own vehicle, you are **prohibited** from parking in the following areas:

- Meeker County Law Enforcement Center parking lot. (except during winter months)
- Center Bank parking lot
- North Ramsey Street between 3rd and 4th Street
- Sibley Avenue in front of the courthouse

You are not allowed to be in a vehicle except to be transported to and from work. You must immediately enter and exit the vehicle when arriving or leaving your designated sites. Work release allows you to travel directly to and back to the jail. You are not allowed to stop anywhere except for gas or the bank unless prior approval has been granted by programs staff.

3. CONTRABAND:

Introduction of contraband into a jail is a crime. Contraband is defined as any controlled substance as define in MSS 152.01, or any intoxicating or alcoholic liquor, malt beverage or any marijuana or marijuana type products. In the jail setting, this definition is further

broadened to include anything that is not issued and/or authorized to be in your possession while in the facility, this includes cell phones and tobacco items. All inmates are subject to search at any time. The search may be a "pat" search, and/or a "strip" search. If you forget to leave items in your transportation vehicle, please inform staff right away.

You are not to consume, possess or be under the influence of any controlled substance, malt beverage, alcoholic liquor, non-prescribed drugs, any Marijuana or Marijuana type product (gummies etc.) and/or anything containing alcohol during your commitment. The presence of alcohol, any controlled substance, any non-prescribed drugs in your system will be considered prima facie evidence of use of consumption.

You are required to submit to breath and/or urinalysis testing at any time. Refusal to test, failure to provide the requested sample within 4 hours, or a positive test will result in the loss of release status.

4. PROPERTY

While in this facility, you will wear jail clothing. You will be provided a locker or other suitable means to store your personal property and clothing. There is limited space for your personal property. You will be changing clothing as you enter and leave the facility. Do not bring in any work tools, knives, etc. You will be responsible for taking care of your own laundry needs while you are in the Meeker County Jail. A laundry machine is provided for you at your own expense. You are not allowed to go home or anywhere else to do your laundry while you are in custody.

5. MEDICAL:

You will be financially responsible for any costs incurred for medical or dental treatment while on the work-release program. Any prescription medications must be checked in through jail/medical staff. Medical staff will determine if the prescription is appropriate to use while you are in custody. Medication will be dispensed during scheduled medications times inside the jail. NO medication (prescribed or over the counter) are allowed in the locker rooms at any time. Appointments must be scheduled at least two days in advance with the Program Staff, and transportation to and from appointments will be your responsibility.

6. **GENERAL:**

You must remain law abiding at all times. You must not violate federal, state, or local laws, court orders, or jail rules. Failure to do so may result in removal from the release program.

Any appointments, overtime, schedule changes, court appearances, etc. must be approved and scheduled with Program staff. Provide program staff with written documentation at least a minimum of two days in advance.

No tobacco items, candy food or beauty aids will be allowed into the jail. Only these items purchased within the facility will be allowed.

7. **WORK RELEASE FEES:**

All inmates are charged \$25.00 for **each** day you are in custody. On the release program, you are required to pay this fee a minimum of seven (7) days in advance.

- \$175.00 for the 1st seven (7) days
- \$30.00 for drug test fee
- \$25.00 booking fee

A minimum total payment of \$230.00 is required when you report for jail. Once you are in jail you will be responsible to have a minimum of \$175.00 in your jail account weekly. Make sure you have enough money in your account by Sunday prior to your week out. You will not be released to work, unless all the above fees and any arrears in your canteen account are brought up to date on the day you come to jail. You are then responsible to keep your Huber account current.

If you dispute the results of your UA, you have the option of sending in a lab test for \$12.50 for the cost of the test and postage. Fees must be cash only and placed in your team account. If you have a past jail balance, it must be paid in full before you are allowed work release.

If you have a previous balance on your jail account it must be paid in full before you start work release.

8. **VIOLATION OF RELEASE RULES:**

You must remain law abiding at all times. You must not violate state, federal or local laws, court orders or jail rules. Violations of release rules or jail facility rules may result in the loss of release privileges and/or loss of good time credit.

SPECIAL NOTICE

YOU WILL BE REQUIRED TO PROVIDE A BREATH AND URINE SAMPLE UPON YOUR ARRIVAL TO SERVE YOUR JAIL COMMITMENT:

IF YOU TEST POSITIVE FOR ALCOHOL, ANY CONTROLLED SUBSTANCE, OR ANY NON-PRESCRIBED DRUGS including marijuana, YOU WILL LOSE YOUR WORK RELEASE PRIVILEGES FOR A MINIMUM OF SEVEN (7) DAYS and possibly loose your work release privileges. AFTER SEVEN (7) DAYS, YOU WILL BE REQUIRED TO SUBMIT TO ANOTHER TEST, WHICH MUST SHOW A NEGATIVE RESULT TO REGAIN YOUR WORK RELEASE PRIVILEGE.

I verify that I can read and write (circle one) Yes or No

If NOT able to read/write:

Person reading this form to inmates (please print) _____

Date person read document to inmate _____

I verify that I have read/or had read to me and fully understand the rules regarding the release program. I authorized Jail Staff to share any information regarding my release program status with my place of employment, school or treatment provider. I further acknowledge that any violation of these rules may result in the loss of my release privilege.

Treatment Information – complete below information and turn in letter from your counselor with application:

Agency: _____ Counselor: _____ Phone: _____

Address: _____

Scheduled Days: _____ Start time: _____ End time: _____

Meeker County Jail – Release Application

(Return Application with Written verification from employer and signed Rules)

Full Name: _____ Date of Birth: _____

Street Address: _____ Home Phone: (____) _____

City: _____ Cell Phone: (____) _____

Probation Officer: _____

Vehicle Information – Complete only if you are driving yourself

License Plate: _____ Vehicle: _____ Make: _____ Model: _____ Year: _____

Other Transportation (walk or bike) _____

Driver Information – Complete only if someone is driving you – complete one for each driver

Last Name: _____ First: _____ Middle: _____ Date of Birth: _____

Last Name: _____ First: _____ Middle: _____ Date of Birth: _____

EMPLOYMENT. (NAME OF COMPANY) _____

Address: _____ Employment start date: _____

City: _____ Pay Frequency: _____

Phone Number: _____ Hourly wage: _____

WEEKLY SCHEDULE

DAYS. SUN MON TUE WED THUR FRI SAT

HOURS: _____

Date Employee started working for you: _____ Hourly Wage _____

Please complete the actual hours your employees will be at work do not include drive time. If schedule changes regularly, an updated written copy needs to be given to the jail at least a week ahead of time. Schedule cannot be changed because of weather to make up for lost hours. If inmate is done early, they must report directly back to jail. Any overtime or other changes in schedule require a minimum of 2 days written notice.

Circle Days: Sun Mon Tues Wed Thurs Fri Sat Sun

Comments: _____

I understand that the above individual will be participating in the Meeker County Jail release program and I must provide complete and accurate information. I understand jail staff will conduct phone and on-site release verifications. I understand that this individual must provide weekly written documentation signed by a supervisor to verify attendance. I agree to cooperate with the jail and notify the jail immediately if inmate is terminated or laid off.

Signature of Supervisor/Owner

Please Print Name Here

Date