

## **Section 29**

### **Work Release**

#### **Guideline for Work Release**

1. Work release must be authorized by the court for subjects sentenced to serve jail time. The judgment must be served within the time limits specified in the order. Any subjects brought in on an overdue judgment will not be eligible for work release.
2. Work release will be for a specific week (Monday through Sunday)
3. All fees for work release will be paid in full prior to the beginning of the work week. The fee for work release will be a set amount for the week and shall not be dependant on the number of days that will be worked in the week. The work release fee shall be in addition to the cost of housing and the administrative booking fee. The work release fee shall be set by the Sheriff and collected at the jail. A receipt for any money collected, shall be given to the inmate
4. Work release can be used to go to employment, attend high school classes, or attend college classes
5. An employer form shall be completed prior to the start of the work release program. This form shall include: name and location of employer, the hours to be worked each day, exact location of job site, and the amount of travel time to and from the job site from the jail
6. An inmate work release form, specifying the terms of the work release program, shall be completed and signed by the inmate.
7. If an inmate is unable to return to the Sac County Jail, at the previously specified time, the inmate shall notify the on-duty jailer immediately and make the necessary arrangements with the jailer.
8. The inmate shall be prohibited from using alcohol, illegal drugs, or abusing prescription drugs while on work release.
9. The inmate shall be responsible for arranging his/her own transportation, insurance, work clothing, and any meals while away from the facility.
10. Upon returning to the facility, the inmate shall be searched and any contraband shall be seized. If appropriate, charges shall be filed.
11. Random job site checks can and shall be performed by the Sac County Sheriffs Office. If the inmate is not at the appropriate location during the appointed times, the inmate shall be taken into custody when located and returned to the jail.
12. In the event of a violation of the work release terms, the subject shall be removed from the work release program and written notification provided to the court, showing the reason for the removal.

## **General Provisions**

As stated above, the work release must be approved by the court. All fees for the week are due prior to the beginning of the work week. The inmate shall be provided with a receipt for any money paid to the jail. The money shall be deposited as jail revenue. Failure to pay prior to the beginning of the work week shall result in the subject being removed from the work release program for the week.

Inmates involved with the work release program will be housed in the center cell unit whenever possible, thus limiting the possibility of contraband being brought in to the inmates. Upon returning to the jail, from work release, the inmate shall be searched prior to being taken up to the cell unit.

The inmate shall be responsible for providing his/her own meals if the hours worked overlap the jail meal times. The inmate shall also be responsible for providing his own work clothing and making arrangements for the clothes to be laundered when necessary. The inmate shall be responsible for arranging his/her own transportation and insurance.

The inmate, when away from the jail for work release, shall still be in the custody of the Sac County Jail and the work release time applied as time served.

The inmate shall not consume any alcohol, use any illicit drugs, or abuse any prescription medications. If an inmate returns to the jail and is suspected of using or consuming alcohol or drugs, the on duty deputy shall be contacted to investigate. If the subject is found to have used/consumed alcohol, illicit drugs, or abused prescription medications, the appropriate charges shall be filed. An incident report shall be completed by the jailer, and the subject removed from the work release program.

Any time an inmate had enrolled in the work release program, and has failed to complete the requirements or has been removed from the program due to a violation of the terms, the jail administrator shall notify the courts of the removal.