



Scott County Jail

COMMUNITY RELEASE RULES

Participation in the Scott County Jail Community Release Program is a privilege allowed for by the Courts and approved by the Jail. Community Release includes (but is not limited to) the following:

1. Work Release
2. Sentence to Service (STS)
3. Facility Inmate Worker
4. CAP Agency Inmate Worker
5. School
6. Unescorted Community Passes

Participants in this program must comply absolutely with the rules and policies set forth below. Failure to comply with these rules may result in disciplinary action, including the loss of Community Release privileges. The rules are as follows:

- The Jail staff **will not** discuss, accept phone calls, or return telephone messages to wives/husbands, mothers/fathers, sisters/brothers, aunts/uncles, girlfriends/boyfriends, etc. who call regarding your community release status. In addition, they may **not** set up appointments or interviews for you without the express permission of the Program staff or Jail Nurse. It is your responsibility to relay this information to your family members.
- You are required to go to and from your approved work site, school, or treatment program by the most direct route in the least amount of time. If driving, you may only stop to purchase gas for your vehicle. No other stops will be made without authorization from the Scott County Jail Staff. If an emergency situation occurs, that will prevent you from returning at the scheduled time, you must contact the Scott County Jail at (952)496-8900 and ask for instructions.
- Willful failure to return to the Scott County Jail shall be considered to be an escape from custody.
- You will not be absent from work, school, or treatment programs without written approval from Scott County Jail Staff.
- If your job requires multiple job sites, you are required to report the complete **street address and city** of your destination. This must be done on a daily basis. When you change job-site locations, during the workday, you are required to call the Jail at (952) 496-8900 every time you change locations and give your new **street address and city**. This includes leaving an authorized activity for a lunch or dinner break.

You must also call when you are leaving work, on “pass”, to an authorized activity.

- You will be allowed a maximum of a 1-hour meal break. It must be within a 5 mile radius of the authorized activity site. You are not allowed to enter any establishments that serve or maintains alcohol on the premises.
- Work schedules will be determined and set by the Program Staff. You are limited to working no more than 6 days per week, no more than 12 hours per day, and no more than 55 hours per week, excluding travel time. Changes in your work schedule must be submitted to the Program Staff a minimum of three (3) days (72 hours) in advance (excluding weekends and holidays). Change requests must be on your employer’s letterhead stationary, specify the date of the change, the times required, and be signed by your employer/supervisor and can either be hand delivered or faxed to (952) 496-8905. Requests that do not conform to this standard will be denied.
- Occasional requests for overtime must be made by your employer or supervisor by contacting the Program Staff or Duty Sergeant. Your employer must advise the Program Staff or Duty Sergeant of the reason for the needed overtime and what your revised work hours will be for that time period.
- You must return from your authorized activity with your Time Sheet or Pass properly filled out. Time Sheets and Passes must contain accurate arrival and departure times. They must be signed by a supervisor or authorized person on a daily basis. Initials or an illegible signature will not be accepted. If your supervisor or authorized person’s signature is illegible they must print their name next to their signature.
- Prior to your first day of community release, you must inform your employers, school officials, or treatment facility of your participation in the community release program. Employers, instructors, and facilitators will be contacted by the Program Staff to verify your employment, school participation, or treatment.
- You must notify the Program Staff, a minimum of 3 day (72 hours) in advance, of any scheduled appointments or court appearances. Notification must be in writing. Passes may be allowed for legitimate purposes. To obtain a Pass, you must complete an Inmate Request Form and include the following information:
 - Purpose of the pass
 - Name and telephone number of a contact person
 - Complete and accurate address of the destination
 - Transportation information
 - Date and time of the scheduled event.

If verified and approved, you will be issued a Community Release Pass. You are responsible to follow the Community Release Pass as it is written, following all instructions, without exception.

- As a Community Release inmate you are responsible for all medical, dental, and

medication expenses incurred while in custody. To insure proper payment of prescription medications and/or medical and dental care it is mandatory that you supply all of your insurance information. All medical and dental appointments must be coordinated with the Scott County Jail Nurse at least 72 hours in advance except in the case of an emergency. In the event of an emergency, you must contact, or have someone contact, the Jail as soon as possible at (952)496-8328. All follow-up care must be coordinated with the Jail Nurses.

- You are responsible for providing reliable transportation to and from your authorized activities. Transportation arrangements must be approved by the Program Staff or the Duty Sergeant. The driver of the vehicle must have a valid Driver's License, documentation must be provided to show that the vehicle being used has current Registration, and the driver must provide proof of insurance.
- Minnesota State Statute mandates that your job earnings must be received by the Sheriff's Office. If you receive a paycheck, you must deposit it into your jail account. If you do not receive a paycheck, you must deposit the appropriate amount of money into your inmate account to cover all fees and submit a copy of your direct deposit statement to the Program Staff within two days of your payday.
- Per Minnesota State Statute 631.452, you are required to pay a daily Jail Service Fee as established by the Scott County Board of Commissioners per Minnesota State Statute 631.452. This fee is currently \$20.00 per day for Scott County inmates and \$60.00 per day for inmates from other jurisdictions. These fees must be paid in advance to your next payday. If you get paid on a weekly basis, you must pay these fees one week in advance. If you are paid every other week, you must pay these fees two weeks in advance.
- The Program Staff will prepare a budget summary that reflects how your community release fees are to be paid. You must remain current on all fees to include community release fees, U.A. fees, alarm clock fees, etc. Failure to remain current **will** result in loss of community release privileges.
- The use or possession of alcohol or controlled substances, at the Jail or off facility grounds, is prohibited and **will** result in disciplinary action and the loss of community release privileges. You are required to submit to urinalysis and breath tests upon the request of the Jail Staff.
- If you are employed full-time, you will not be allowed to seek additional employment. If you are employed less than 30 hours per week you may be allowed to seek secondary employment if it meets all eligibility criteria.
- You must park in the authorized community release parking lot. Parking in unauthorized areas will result in disciplinary action.
- Visitors (family, friends, etc.) to your worksite without written approval from Program Staff or the Duty Sergeant is strictly prohibited and will result in disciplinary sanctions. This includes the dropping off of money or tobacco products at your

worksite.

- You must obey all community release, housing unit, locker room, and facility rules. Failure to obey these rules will result in disciplinary action which could include loss of community release privileges.
- You will be responsible to keep the Work Release locker room clean. As part of your Community Release you may be assigned cleaning duties within the facility, such as the locker room, or on the facility grounds.
- You must submit only one Inmate Request Form for any one specific issue or concern. Submission of multiple forms for the same issue will be considered harassment and will result in disciplinary action. If you do not receive an answer to your request within 2 business days (48 hours) you should submit a grievance, not a new Inmate Request Form.
- You will be required to submit to a Level 3 strip search upon return for a community release activity. This is an unclothed personal search and you are required to fully cooperate by disrobing completely.
- Cigarettes, lighters, matches, chewing tobacco and cell phones are NOT allowed into the Scott County Jail. If you bring these items into the Jail you will face disciplinary action which may include loss of Community Release privileges and good time. Inmates on STS or CAP Agency may be allowed to smoke or chew tobacco when working with the consent of the STS Crew Leader or CAP Agency Supervisor. Inmates are not allowed to leave cigarettes, lighters, matches, and chewing tobacco on Scott County property.
- STS and CAP Agency Inmates are not allowed to use a cell phone for any reason.
- STS and CAP Agency Inmates found to be harassing other STS Inmates or CAP Agency Inmates, STS "walk on's", Scott County Transit employees, or the General Public for money, tobacco, use of a personal cell phone will be in violation of the Community Release Agreement.
- Inmates will not bring back garbage to the Jail. If you are caught leaving your garbage outside of the Jail or on Scott County Property, you will be in violation of the Community Release Agreement.
- STS, CAP Agency, Work Release, and inmates on Unescorted Community Passes are responsible for depositing their own money into the kiosk located in the Jail lobby. You are not allowed to speak with Jail Administration employees regarding your inmate account or for any other reason. You must submit an Inmate General Request Form once you are back in your Housing Unit if you have questions.
- All Community Release Inmates are responsible for notifying their worksite supervisor (STS Crew Leader, CAP Agency Supervisor, Jail Kitchen/Laundry Manager, Corrections Staff) of any personal health condition, to include allergies,

which may make a task harmful to the inmate.

- Special instructions agreed upon by you and Scott County Jail Program's Staff:

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2.

3.

By signing below you agree to abide by the Scott County Jail's Community Release Rules and understand that if you do not, your Community Release Privileges may be revoked.

Inmate Signature: _____ Date: _____

ONLY SIGN IN THE PRESENCE OF SCOTT COUNTY JAIL PROGRAM STAFF

Program Staff Signature: _____ Date: _____