



# SUMMIT COUNTY SHERIFF'S OFFICE DETENTIONS DIVISION

## INMATE WORK RELEASE PROGRAM PROCEDURES

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Inmates who are deemed "Work Release Eligible" by the courts are encouraged to gain "Pre-approval" for their entrance into the Work Release Program prior to beginning their incarceration by meeting with the Detentions Administrative Coordinator. If the Detentions Administrative Coordinator is unavailable, the inmate may meet with the Detentions Lieutenant, or, as a last resort, the Detentions Division Commander. Failure to gain pre-approval prior to incarceration does not prohibit the inmate from requesting a work release meeting with a reviewing official, via the kite process.

### **Work Release Information Sheet**

Explains the basic requirements for entry into the Work Release Program, as well as a basic outline of the program rules, procedures, and expectations. This information sheet will be given to the inmate by the sentencing court. Copies will be available at the booking desk, as well as at the Sheriff's Office Reception Desk in case the inmate does not receive the sheet from the sentencing court.

### ***Work Release Meeting***

The official conducting the work release meeting will be expected to complete the following:

### **Mittimus**

The reviewing official is to check the Mitt for work release eligibility. However, if the Mitt is not readily available at the time of the work release meeting, the Mitt can be verified upon incarceration.

### **Criminal History**

A recent criminal history must be generated and reviewed, along with the current sentence offenses. The criminal history should be reviewed not only for severity of prior history, but trends of criminal conduct. The "*Work Release Information Sheet*" contains guidelines for admittance to the Work Release Program. Particular attention is to be given to the "Ineligible Convictions" and "Cautionary Circumstances."

The Detentions Division Commander reviews each application and ultimately grants approval or denies entry to the Work Release Program.

### **Trustee Contract or Inmate Worker Agreement**

The *Trustee Contract* or *Inmate Worker Agreement* is to be reviewed with the inmate. The inmate must understand and agree to abide by the *Trustee Contract* or *Inmate Worker Agreement* for admission to the Work Release Program.

The signed *Trustee Contract* or *Inmate Worker Agreement* is to be filed in the inmate's booking jacket.

### **Work Release Contract**

The *Work Release Contract* is to be reviewed with the inmate. The inmate must understand and agree to abide by the rules outlined in the *Work Release Contract* for admission into the Work Release Program.

The signed *Work Release Contract* is to be filed in the Work Release Binder.

### **Work Release Program Application**

The *Work Release Program Application* contains the necessary work and transportation information required by the Work Release Program. While only inmates who currently hold employment are preferred, those cases where an inmate must seek employment will be evaluated on a case-by-case basis.

The *Work Release Program Application* must be completed, approved and filed in the Work Release Binder before the inmate may be admitted to the Work Release Program.

### **Employment Verification**

Using the *Work Release Program Application*, the reviewing official is to contact the employer to verify the inmate's employment status. The reviewing official should also verify the existence of the employer through means other than the *Work Release Program Application*, such as the internet, phone book, Chamber of Commerce listings, etc.

Upon contacting the employer, the reviewing official should explain the requirements of the Work Release Program, including: Updated and signed schedules; Maximum available hours; Transportation requirements; Work Release Checks; Employer contacting the Summit County Detentions Facility in case of no show, sick call; Contact with victims, spouses, or others; and any other relevant information. The employer will need to read, understand, sign, and return the *Employer Acknowledgement*.

### **Work Schedule**

The Detentions Administrative Coordinator is to receive an updated work schedule on company letterhead stationery by Thursdays for the following work week. The work schedule must be signed by the supervisor and include the inmate's job site location(s), scheduled start and end times, the direct supervisor's name and cell phone number.

### **Deposit**

The reviewing official is to collect the \$500.00 (\$700.00 out-of-county) work release deposit (to be applied toward the first and last work weeks in the Work Release Program). If the inmate claims financial hardship, the deposit may be waived or modified by the Detentions Commander on a case-by-case basis. Any waiver or modification must be documented as to the extent of and reasons for the modification. This documentation is to be kept on file with the Detentions Administrative Coordinator.

### **Notifications**

The Detentions Administrative Coordinator must be notified of all work release inmates. Out-of-county inmates may need to meet with the Detentions Administrative Coordinator before their incarceration, and certainly before the initial release for the work release program for payment scheduling.

### **UA Test**

An initial UA Test must be administered upon incarceration. A “Negative” UA Test will allow the inmate admission into the Work Release Program, so long as the other requirements have been met.

Any result other than a “Negative” UA Test will result in a denial to the Work Release Program. **There will be no exceptions for a positive UA Test due to use of Medical Marijuana.** A secondary UA Test may be administered after a 14-day waiting period. The inmate may be a “Trustee” during this waiting period.

The \$15.00 UA Test fee must be paid prior to the administration of the UA Test. Additionally, the inmate must keep a minimum balance of \$30.00 on their inmate account.

### **Preliminary Good Time Calculation**

A preliminary release date is to be calculated and entered into NWS. The calculation form should be photocopied and provided to the inmate, with the understanding that any rule violations or changes in status may affect the noted release date.

### **Paperwork Verification**

The Duty Sergeant or Duty Deputy in charge at the time the inmate is initially released for Work Release will be responsible for verifying that all of the required steps have been followed. All signed contracts, the *Work Release Application*, Work Schedule, and UA Test Results must all be readily available.

For items such as fee and deposit collection, employment verification, notifications, and inmate account balances, the initials of the reviewing official on the Work Release Checklist will be sufficient.

Any missing item will delay the inmate’s release for the Work Release Program until the missing item is completed.

The Duty Sergeant or Duty Deputy will be required to sign off on the *Work Release Checklist* prior to the inmate’s initial release for the Work Release Program, verifying that all required procedures have been followed.