

**BROWN COUNTY JAIL
WORK RELEASE PROGRAM
STATEMENT OF EMPLOYER – PAYMENT RECORD**

Inmate's name: _____ Local ID #: _____

Employer: _____ Phone #: _____

Employer Address: _____
Street Address City State

Job Site: _____

Immediate Supervisor: _____ Phone #: () _____

The above named employee is scheduled to work as follows, any changes being made to the current weeks work schedule will IMMEDIATELY be reported to the Brown County Jail.

Work release must be paid for in advance (before getting out for work).

WORK SCHEDULE

DATE	DAY	START TIME	END TIME	TOTAL HOURS	CHARGED (If charged write SSC in box)	PAID (If paid check box)	JAILOR/ REC #
	Sunday						
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
	Saturday						

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DATE UA GIVEN	TIME GIVEN/BY JAILOR	CHARGED (If charged write SSC in box)	PAID (If paid check box)	JAILOR/ REC #

INMATES MUST HAVE A CURRENT WORK SCHEDULE ON FILE BY EACH SATURDAY EVENING. FAILURE TO DO SO WILL RESULT IN A 1-DAY REVOCATION OF WORK PRIVILEGES.

- Employers can add overtime shifts to this schedule. The employer will need to contact Brown County Jail staff at 626-7100 for verification.
- I, the under-signed employer, understand that Brown County Jail staff may contact the job site, by phone or otherwise, or verification of an inmate's compliance with work release rules and regulations at any time.
- I agree to IMMEDIATELY REPORT TO Brown County Jail staff: absences from work, failures to report to work as scheduled; leaving of the work area for ANY reason without permission of jail staff; instances of friends or family visiting the inmate at the work site; misconduct or unsatisfactory service and any work schedule changes.
- Failure of the supervisor or employer to follow these conditions WILL result in revocation of work release.
- Inmates are allowed out for up to 12 hours including travel time. Anyone out over 12 hours will be revoked.

Signature of employer: _____

Date: _____

Receiving Officer: _____

WORK / SCHOOL RELEASE INFORMATION

NAME OF DEFENDANT: _____

SENTENCE: _____

AMOUNT OF FINE: _____

OTHER CONDITIONS IMPOSED BY THE COURT: _____

In order to participate in the Brown County Jail Work / School Release Program, the following information must be furnished:

1. Employer / School (name of company/school and supervisor) : _____
2. Location of site (street address or directions if out of town) : _____
3. Type of work : _____
4. Amount of wages (hourly rate) and date/day of pay: _____

TRANSPORTATION INFORMATION:

1. What type of transportation will be used (car, bike, walking, etc.). Also give description and license number of vehicle: _____
2. How long will it take to get to the site from the jail? _____
3. Who will be providing the transportation? _____
4. What time will you be picked up? _____
5. What time will you be returned to the jail? _____

MISCELLANEOUS INFORMATION:

1. Will you need a sack lunch or return to the jail for lunch? _____
2. How can you be contacted in case of an emergency? _____
3. Work telephone number/cell number? _____

I, the undersigned, certify that all the information stated herein is true and I understand that if I have given false information, I can be removed from the Work/School Release Program without further cause.

DEFENDANT

WORK RELEASE CONDITIONS

1. Before starting any work/school release, a mandatory urinalysis test will be done. The fee for the test will be \$10. This fee is to be paid prior to the testing. Should you fail your initial urinalysis test, your work release would automatically be revoked for (5) days. You are responsible for the cost of each re-test (to be done five days from the positive test).
EXACT CHANGE IS REQUIRED.
2. Work release is allowed for six days straight, then you must remain in jail for one entire day. You are allowed a maximum of 12 hours per day for Work Release. This is to include driving time to and from your job site. During these 12 hours you must either be at the work site or enroute to/from the jail.
3. That the defendant shall not enter any place of business, any residence, or any motor vehicle while released for work, except as necessary in said Work Release, or upon approval of jail staff.
4. That all meals will be eaten at the jail or at the job site/work place. A sack lunch is available upon request, provided by the jail. A sack lunch must be requested at least 24 hours in advance. Also, that visitation with friends/family will not be permitted at any job site/work place or any other place without permission from jail staff.
5. While on work/school release, you will be responsible for all medical/prescription costs. Jail staff is to be informed of all medical appointments for any kind of medical care (whether it's during incarceration or while out on work release). Jail staff is to be notified of all medications taken even if you keep them in the work place and do not bring them into the jail.
6. That the defendant, when released for work, shall not use alcoholic beverages, Narcotics, or any controlled substance. Violate any law or ordinance and further, that the Defendant shall consent to and agree to take a breathalyzer test or urine/blood test when requested to do so by any Jailor, Law Enforcement Officer, Probation Officer or Court Service worker. The defendant will pay for the cost of urinalysis. Furthermore, the defendant is to be free from alcoholic beverages and narcotics at the time of turning in. Failure to do so will constitute a violation of this section and will result in a 5 day revocation of work release.
7. That the defendant shall travel from the jail to his/her place of employment/School by the most direct route and without delay and at the end of each work/school and return immediately to the jail by the most direct route. This does not allow the defendant to stop at his/her or any other place of residence, without expressed permission from the jail staff.

If requested by Law Enforcement, you must submit your person, vehicle, place of residence, personal effects, etc. to search

8. You will not engage in any financial/personal transactions while out on work release unless authorized by jail staff.
 9. You cannot be employed by another inmate or by any other family members unless authorized by the chief jailor or jail administrator.
 10. That the defendant shall be required to pay the county a Work Release fee of \$15.00 per day, for each day he/she is released for work. This amount must be paid in cash, and must be paid one week in advance upon incarceration and in advance weekly thereafter. Fees for Work Release shall be defined in SDCL 24-11-32:1, unless otherwise stated. There is no charge for School Release.
 11. The court reserves the right to revoke this order at any time with or without cause.
 12. Violation of any of the above conditions, or refusal to comply with any of the above shall immediately cause the revocation of the defendants Work/School release.
 13. If Work/School Release is revoked by any jailor, law enforcement officer or court worker the defendant may, in writing, appeal to the sheriff or designee to the court for a hearing on revocation.
 14. You must have proof of a valid drivers license or Drivers Order Permit from the Clerk of Courts to be allowed to drive to/from work and proof of valid insurance. Proof of these must be shown.
 15. All fines/court cost must be either paid or a payment schedule approved by the court, prior to Work Release being authorized. Proof of this must be shown.
 16. Any furlough requests must be ordered by the sentencing judge.
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I, understand, agree to each and all of the above-prescribed conditions in the Work/School Release Order, and have received a copy of said Order.

Dated this _____ day of _____, 20 _____.

DEFENDANT

WITNESS:

JAIL STAFF

Work Release checked/approved by: _____
JAIL STAFF

Brown County Sheriff

INFORMATION TO BE CHECKED:

- | | |
|---|-----------|
| 1. Proof of insurance on vehicle being driven? | Yes or No |
| 2. Valid driver's license or work permit order? | Yes or No |
| 3. Are fines paid? | Yes or No |
| 4. Has warrant file been checked? | Yes or No |
| 5. Sack lunch needed? | Yes or No |
| 6. Daily job site? | Yes or No |
| 7. Has work release been paid in advance? | Yes or No |

Checked by: _____ Date: _____
Jail Staff
