

PENNINGTON COUNTY JAIL  
WORK RELEASE PROGRAM (HUBER)  
218-681-6161 ext. 1

Before approval is given by the Sheriff for you to be on this program, you are required to contact the Program Coordinator Travis Black at least one week before you are due to come in on your commitment. This can be done in person Monday thru Thursday at the Law Enforcement Center or by phone 218-416-7097.

You are not allowed to have a vehicle while serving your sentence, unless you provide:

1. Reason for needing a vehicle and written approval of Program Coordinator.
2. A valid driver's license or work permit.
3. Current insurance and registration.
4. Description of vehicle including license number.

If transportation is going to be provided for you, you will need to have the full name, date of birth and phone number of the person providing the transportation, vehicle description and license number.

You will be charged \$25 per day if you are serving your sentence on a Pennington County commitment and \$50 per day if serving your sentence on an outside county commitment. You may choose to eat meals at the facility, which are in addition to the daily fees: breakfast - \$5, dinner - \$5, supper - \$5, bag lunch/bag breakfast - \$5. **You must pay a minimum of 2 weeks in advance and maintain a 2-week balance at all times.** All fees must be paid before you will be released at the end of your sentence. If you take vacation, a leave of absence, quit your job or are terminated for misconduct, you are not eligible for STS. You are allowed 1 hour of travel time before and after your scheduled work time. The max you can be out is 12 hours a day if work call for it. You can work six days a week if work calls for it. Weekends and holidays will be spent in the facility, unless the employer has requested that you be allowed to work.

Random tests are given for drug and alcohol use. Inmates will be charged \$15 for a Urinalysis(UA). Inmates may choose to have the UA sent in for laboratory confirmation. A charge to the inmate for the entire amount of the lab cost will be applied to their account.

Inmate will be charged \$3 for an alcohol breath test. Positive results or refusal to take such tests will result in a facility violation that could result in revocation of your work release privilege pending the outcome of the violation hearing.

When reporting to jail on your commitment you need to bring cash in an amount of \$45 to cover booking/maintenance and turnkey card fee and 2 weeks of Huber fees (minimum). [Pennington Commits \$350, Out of county Commits \$700]

You are not allowed to bring any personal items into the work release housing unit unless they are on the approved list.

Below is a list of Minimum Security authorized Property for inside the housing unit.

- 1 Bible, • 1 rosary • Wedding band, (no stones in rings) must be worn on left hand ring finger • Watch (no smart watches allowed) • 1 Pair shoes • 1 Electric razor with cord • Legal paperwork • 1 Electric hair/beard trimmer • Photo Album, No Polaroids (not to exceed 25 photos) • 3 books • 3 magazines • 3 Newspapers • Canteen purchased items • Studs only for pierced body parts • Facility issued items • Dentures/plastic denture case • Prescription glasses only, no sunglasses • Prescription contacts/case • Medical Alert bracelet • Prosthetics as determined by jail medical staff

Below is a list of allowable property for the minimum security locker-room.

Minimum Security Locker-Room Allowable Property • 3 Pairs of footwear (shoes, boots etc.) • 1 pair of gloves • 7 changes pants • 7 changes shirts • Winter clothing (jacket, hat, bibs, etc.) • 2 pair of sunglasses/Safety Glasses • 1 pair of glasses (readers) • 2 Pairs of Shorts/Jogger/Sweatpants • 3 sweatshirts • 2 caps/hats • 1 container for coin/currency • 1 wallet/purse • 1 Belt (work) • 1 Belt (non-work) \* These items are not allowed in the housing units unless they are being laundered and are to be returned to lockers when clean. Minimum Security Entrance Sally Port Lockers • 1 Cell phone with charging cord (upon signed agreement from programs) • Tobacco (must fit within locker) • Lighter/Matches  
\*Top of Lockers are not to be used as a storage location.

Personal items can be purchased from the facility canteen.

If you are required to take prescription medication(s), they must be in their original container and medications cannot be mixed. Corrections staff will inventory the medication and verify with our medical provider if you can take them while in custody.

You will turn in a copy of you pay stub or timecard at the end of each pay period as verification of employment.

You will be subject to unannounced visits at your place of employment. If you work out of town and there is a no travel advisory you will not be able to go to work that day. If this is issued while you are at work, you will have to return to the jail immediately.

**You are required to turn in the following information to the Program coordinator prior to the booking process**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Days Worked: \_\_\_\_\_

D/L #: \_\_\_\_\_

Vehicle Type/License #: \_\_\_\_\_

Name of driver, date of birth, phone #, vehicle description and license # if transportation is being provided: \_\_\_\_\_

\_\_\_\_\_

## **HUBER/EDUCATION AGREEMENT PENNINGTON COUNTY DETENTION FACILITY**

In consideration of being granted the privilege of release status for work or education, I agree to abide by the following rules and regulations.

1. Inmates will abide by the rules of conduct contained in the inmate handbook.
2. Employers or instructors must be informed of an inmate's participation in work or education release.
3. Inmates are responsible for providing work site information. Inmates unwilling or unable to provide this information will be ineligible for release status.
4. Inmates will leave and return to the facility at the times approved by the Program Coordinator.
5. Any change for any reason in work/education, schedule/work site, must be approved by the Program Coordinator or his/her designee.  
Unapproved changes will result in immediate termination of release status.
6. Release status inmates will be given travel time to their work/education site as agreed upon by the Program Coordinator. You are allowed 1 hour of travel time before and after your scheduled work time.
7. Inmates will only be scheduled for time away from the facility for employment, education or other activities authorized by the Sheriff, Program Coordinator or the sentencing court. Inmate will request activities on the kiosk or in writing and submit request(s) to Program Coordinator by 8:00 a.m. Monday morning.
8. Inmates will remain in jail on days when work/education is not scheduled. If work/education is terminated earlier than normal, inmate will return to the facility immediately. Inmates who are fired, laid off or who quit work/school will inform Program Coordinator immediately.
9. Failure to return to the facility at the scheduled time will be considered an **ESCAPE**.
10. Inmates are required to spend 12 hours a day in jail, plus 1 full day per week. Weekends and holidays will be spent in the facility, unless the employer has requested that you be allowed to work.
11. Inmates have the following options to pay for jail fees: a one-time payment in full before commencing the commitment; a minimum payment of 2 weeks in advance and maintain a 2-week balance; or the Sheriff reserves the authority by MN § 631.425, to have the employer forward the inmate's paycheck to the sheriff's office. The sheriff's office will continue to receive the inmate's paycheck until all fees are met in full. Failure to pay fees will result in the Sheriff exercising his authority to remove earned good time. In the event that good time is exhausted, a sentence review will be requested.
12. Any medical or dental expenses incurred by inmates on work or education release will be the inmate's financial responsibility. Inmate will provide proof of medical/dental appointment(s) to the program coordinator.

13. Inmates will not use alcoholic beverages or controlled substances. Inmates are subject to random and targeted urinalysis drug/alcohol tests and breath tests for alcohol. Refusal to submit to a test or a positive test will result in the loss of release status, possible disciplinary action and possible court action.
14. Release status inmates will submit to searches as directed by jail staff or assigned probation officer.
15. Release status inmates will allow Sheriff's Office personnel to search any vehicle used for transportation.
16. Sheriff's office personnel may search work release areas of the facility at any time, including locked areas containing personal property.
17. Release status of all inmates is subject to approval of the Sheriff and is conditional on the ability of the Corrections Staff to maintain security and safety within the facility.  
**IF SECURITY IS THREATENED OR CONTRABAND IS BEING INTRODUCED INTO THE FACILITY, THE RELEASE STATUS OF ALL INMATES WILL BE SUSPENDED UNTIL SECURITY IS RE-ESTABLISHED.**
18. Inmates with release status must request/justify to the Program Coordinator the need for having a vehicle while serving the sentence. If approved, inmate will provide proof of ownership, current registration, insurance and valid driver's license. If someone else is providing transportation, inmate will provide full name, date of birth and phone number of the person providing the transportation, description of the vehicle and license number.
19. Information concerning release status inmates is available to law enforcement officers and you may be stopped at any time.
20. Any violation of the rules and regulations set forth in this agreement will be grounds for IMMEDIATE LOSS OF RELEASE STATUS AND POSSIBLE DISCIPLINARY ACTION AS WELL AS FILING OF CRIMINAL CHARGES.

I CERTIFY THAT I HAVE READ, OR HAD READ TO ME THIS AGREEMENT AND FULLY UNDERSTAND THE RULES AND REGULATIONS OF BEING ON RELEASE STATUS.

Date\_\_\_\_\_

Inmate Signature\_\_\_\_\_

Corrections Officer\_\_\_\_\_