

# Pine County Jail Work Release Application

Complete this application and gather all required documentation. Use the checklist provided to insure you have everything you need. When complete, contact Jail Programs 7 days prior to reporting for your sentence to schedule a pre-incarceration interview. The purpose of the interview is to take care of all aspects of your work release prior to incarceration. Failure to have this face-to-face interview timely will result in termination of your work release privilege. Call 320-591-1450 to set up your interview appointment.

Failure to provide true, accurate and required information in a timely manner will be reason to deny your request for work release.

If you do not appear on your scheduled date and time for jail report your work release/STS privilege will be cancelled for 30 days or more.

If at the time you come to jail to serve your sentence or during incarceration, test positive for alcohol or illegal drugs, you will sit a minimum of 7 days straight time and /or you work release /STS privilege may be cancelled.

Applicant Name \_\_\_\_\_ DOB \_\_\_\_\_

Applicant DL # \_\_\_\_\_ Driving Status \_\_\_\_\_

Applicant Home Phone# \_\_\_\_\_ Applicant Cell Phone # \_\_\_\_\_

Employer \_\_\_\_\_

Employer Address \_\_\_\_\_

Employer Phone# \_\_\_\_\_ Supervisor Name \_\_\_\_\_

Supervisor Phone # \_\_\_\_\_ Supervisor Cell Phone# \_\_\_\_\_

Job Description \_\_\_\_\_ Length of employment \_\_\_\_\_

Work Schedule: If you have a set work schedule, complete this section. If your schedule changes frequently, have a copy of your schedule with you for the interview.

Check all that apply;    Sunday    Monday    Tuesday    Wednesday    Thursday    Friday    Saturday

Starting time \_\_\_\_\_ Ending time \_\_\_\_\_

Transportation Arrangements:

Driver's Name \_\_\_\_\_ DOB \_\_\_\_\_

Driver's DL# \_\_\_\_\_ Vehicle Make \_\_\_\_\_

Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Plate # \_\_\_\_\_

You are required to provide proof of legal and gainful employment, 3 recent check stubs, or 3 bank cancelled paychecks (photo copy both sides) copies of work orders, copies of tax forms, 1099 forms, contracts etc.

You are required to provide a copy of valid driver's DL card for all drivers.

You are required to provide a copy of current insurance cards for any and all vehicles you will be driving or riding in.

You will need a copy of your current work schedule.

You are required to return the Letter to Employer (a part of this packet) signed by a ranking supervisor.

A letter (on company letterhead) from the employer is required stating the employer's willingness to cooperate with program staff during the period of work release from the jail.

The employer must provide you with a copy of the company's current Minnesota Workman's Compensation Law insurance policy covering you at work.

Independent contractors or self employed will be determined using a nine point definition. Substantial documentation is required to be considered an independent contractor or self-employed. Independent contractors must have workman's compensation insurance through a company they contract with.

All work release applicants must be covered by workman's compensation insurance. If you claim to be exempt we will not consider your application any further.

If your job requires you to be mobile, you will be required to be on and pay for a GPS monitor. Failed monitor responsibilities on your part may result in loss of work release privileges.

Initial work release fees are due at jail booking. The daily work release fee is \$12.00 per day housed. An enrollment fee of \$30.00 will be assessed. Total needed at booking is \$150.00 cash for your initial payment. We only accept cash payment for work release fees.

After the initial payment, all additional payments must be made on Friday's. Failure to pay in advance will cancel your work release privilege. No work release will be allowed if the money is not in your jail account.

Transportation may not exceed 1.5 hours per one way trip or 90 miles per one way trip.

If someone is providing transportation for you, this person MUST come to the south end of the jail every scheduled work day and identify themselves as your approved driver. They will use the intercom to inform Master Control they are here to pick you up. After indentifying themselves they may return to the approved vehicle. Jail Staff will not release you if the driver does not come to the door. Drivers should arrive 10 minutes prior to your release time. It is your responsibility to inform all drivers of this procedure.

All work release schedules will be based on a 40 hour work week + reasonable transportation time. If you work more than 40 hours per week, you must alter your schedule with your employer. Schedules are to be provided at the pre-incarceration interview. Compiling of work shifts in the first partial week of incarceration or the last partial week of incarceration will not be allowed. No one will be allowed to work 7 consecutive days on work release.

You will not be allowed to work on your jail report date. That day we will be doing jail orientation, jail classification, collect urinalysis, perform a mantoux test if required and collect DNA if appropriate.

Work release inmates do not work on legal holidays. Any exceptions must be approved by the Jail Programmer 3 business days in advance of the holiday.

If you are on any medications, or have medical or mental health conditions these must be reported to the Jail Medical Unit at least 10 days in advance of your jail report. Their phone # is 320-629-8403. You will be responsible to pay for all medical expenses during your incarceration. All medications taken during your incarceration must be distributed by the jail. You are not allowed to self medicate or pickup prescriptions without specific arrangements with the Jail Medical Unit.

The law requires the Pine County Jail to have a tuberculosis screening program. If you will be incarcerated for 14 days or longer you will be required to have a mantoux test. There are two ways to accomplish this screening. You may go to your own clinic at your own expense to have the test and the test reading completed with documentation provided from the clinic. This documentation must be provided at your pre-incarceration interview. This option would insure that you do not have interruptions to your work schedule. You may wait until your incarceration and have your mantoux test scheduled at the jail. If you choose this option, your work schedule could be interrupted to facilitate the mantoux test or test result reading.

If you have been convicted of a controlled substance drug sale offense 3<sup>rd</sup> degree or greater, you must have verifiable proof of six months of continuous full time employment to be enrolled for work release.

Items you may bring to the Jail:

Eye glasses

Prescription medications (get approval with Jail Medical Unit 10 days in advance)(bring in original bottles)

Cash

3 changes of clothing

**Do not bring: tobacco, matches, lighters, jewelry, toiletries, knives, books, candy, radios etc... etc...**



# Pine County Sheriff's Office

**635 Northridge Drive NW  
PINE CITY, MN  
320-629-8400  
FAX 320-629-2442**

**SHERIFF Jeff Nelson**

Dear Employer:

On \_\_\_\_\_ your employee \_\_\_\_\_ will begin serving a jail sentence at the Pine County Jail in Pine City, MN. The sentencing judge has allowed work release for your employee subject to the jail's approval. It is our goal to keep employment continuous with as few interruptions as possible.

Your employee will meet with jail program staff a week in advance of jail report for a pre-incarceration interview. The employee will need a letter on company letterhead, addressed to program staff, that indicates your company's willingness to cooperate with program staff during this term of incarceration. This cooperation would include providing work schedules, verifications of employment, verification of attendance at work by phone or on-site visit and compliance with work release rules and procedures. The employee will need you to provide a copy of your company's current Minnesota Workman's Compensation Law insurance policy covering the employee.

After the interview, a member of our program staff will be calling to verify employment, verify schedules, provide the jail outdate, address any other details and answer any questions you may have in regard to the work release.

Your employee will miss work if scheduled on the jail intake date (generally a Tuesday or Wednesday). This is due to our need to book them in to the jail, conduct jail orientation, collect a urinalysis and do jail classification.

Feel free to call me if you have questions or concerns about your employee and their work release. I am available Monday-Friday 8am to 4pm at 320-591-1450.

I ask that you please sign off that you received this letter and have your employee return it to our program staff.

\_\_\_\_\_  
Supervisor Printed Name

\_\_\_\_\_  
Supervisor Signature

Best regards,

\_\_\_\_\_  
Brent Jahnz- Pine County Jail Programs Coordinator



## Pine County Sheriff's Office

635 Northridge Drive NW  
PINE CITY, MN 55063  
320-629-8380 \* 1-800-450-3930  
FAX 320-629-2442

**Sheriff Jeff Nelson**

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**The following check list is provided to insure that you have everything you need for a successful pre-incarceration interview. If you are not fully prepared at the time of your interview, the interview will be terminated and you will be required to reschedule at a later date or you may lose work release privileges.**

The date and time of my interview is \_\_\_\_\_

At the Pine County Jail- 635 Northridge Drive NW- Pine City, MN 55063

I must bring to the interview the following:

\_\_\_\_\_ My Work Release Application filled out complete with all information required

\_\_\_\_\_ Proof of gainful employment as detailed on the Work Release Application

\_\_\_\_\_ A photo copy of my driver's license and/or a photo copy of the driver's license of anyone giving me a ride

\_\_\_\_\_ A photo copy of the "Proof of Insurance" card for all vehicles to be use for transportation

\_\_\_\_\_ \$200.00 when you are booked into the jail

\_\_\_\_\_ A copy of my work schedule

\_\_\_\_\_ Return letter from Program Coordinator to Employer with signature by ranking supervisor

\_\_\_\_\_ A letter from my employer on company letterhead stating a willingness to cooperate with the Jail Program Staff.

\_\_\_\_\_ Proof of your employer on company letterhead stating a willingness to cooperate with the Jail Program Staff.

\_\_\_\_\_ Proof of your employer's Minnesota Workman's Compensation insurance policy covering you on the job

\_\_\_\_\_ Give notice of and provide documentation for existing medical or psychological conditions