



Scott County Sheriff's Office

Community Release Eligibility and Instructions

Participation in the Scott County Jail Community Release Program is a privilege allowed for by the Courts and approved by the Scott County Jail. You have been sentenced by the Court to serve a jail sentence that **may** include being allowed to serve that sentence with Community Release privileges in the Scott County Jail. Community Release consists of Work Release (Huber), Sentence to Service (STS), Electronic Home Monitoring (EHM), School (students), Treatment (in-patient & outpatient), Counseling or Therapy, Doctor or Dentist Appointments.

Before you start your jail sentence, you should do the following to ensure you will not lose any days of work. This is your opportunity to make the arrangements ahead of time. **If you do not take this opportunity to get pre-qualified, it could take up to 3 business days AFTER we receive the required information for you to get out to work.**

1. Read and complete **all** the forms in this packet.
2. Make an appointment with Scott County Jail Programs Staff. To make an appointment you must call one of the following:
 - a. **Officer Blair:** (952)496-8930
 - b. **Officer Gerold:** (952)496-8324
3. Appointments must be made a minimum of 5 business days (excluding Saturday, Sunday, & holidays) in advance and take approximately 1 hour. Appointments are taken on a first come first served basis. Please call as soon as possible to set up your appointment. **Walk-in appointments will not be accepted.**
4. At the time of your appointment you **must** provide the following:
 - a. A copy of your last 2 paycheck stubs which denotes state and federal withholding.
 - b. A current copy of automobile insurance cards and driver's license for all persons who may be your means of transportation.
 - c. If self-employed, you **must** provide a copy of the previous year's tax statement, State tax I.D. number, and/or 1099 statement.
 - d. A copy of a recent, within the last three months, tuberculosis screening (Mantoux test or chest x-ray).
 - e. Cash paying jobs **DO NOT** qualify for the Scott County Community Release program.
 - f. At the time of your appointment, a date and time will be scheduled when you will report to Jail to start your sentence.
5. If you have been sentenced directly to Electronic Home Monitoring or if you believe that you may be eligible for Electronic Home Monitoring, you must contact your Probation Officer or lawyer for details and referral.

On the day you report to the Scott County Jail in Shakopee, MN the following must take place before you can be released into the community:

1. Report by your scheduled report day and time.
2. Complete the booking process. During the booking process a search of criminal history will be completed. This includes warrants or holds in other jurisdictions. If you have an active warrant or hold in another jurisdiction you will be ineligible for community release.
3. Be classified as community release eligible by Scott County Jail Programs Staff.
4. Be sober and chemically free of alcohol or any other mood-altering drug at the time you report for your jail sentence. You will be required to provide a urine sample and provide a breath test on your booking date. If you test positive for alcohol or drugs your community release privileges **will** be delayed.
5. The cost of Community Release or Work Release is \$25.00 per day for Scott County commitments. The cost of Community Release for non-Scott County commitments is \$60.00 per day. On your report date, you must provide the fees as follows:
 - a. Inmates serving a sentence longer than 14 days must pay a minimum of two weeks at intake (\$350.00 for Scott County commitments or \$840.00 for non-Scott County commitments).
 - b. Inmates serving less than 14 days must pay their fees in full at intake.
 - c. All fees must be paid by money order or cash. No personal checks will be accepted. **Cash will expedite the process of getting out to work.**
 - d. Failure to keep Community Release fees current (one week in advance) may result in termination of Community Release privileges.
 - e. In addition to Community Release or Work Release fees, you will be required to pay a \$25.00 Booking Fee and a \$20.00 Drug Screening fee.
6. Minnesota Statute 144.445 requires that all persons detained or confined in a correctional facility licensed or inspected by the Department of Corrections shall be screened for tuberculosis with either a Mantoux test or a chest x-ray. All inmates serving 10 days or longer must have a Mantoux test or chest x-ray. **COMMUNITY RELEASE INMATES SHOULD HAVE THEIR MANTOUX TEST OR CHEST X-RAY DONE BEFORE THEY REPORT FOR THEIR SENTENCE.** If you do not have your Mantoux test or chest x-ray done before you report for your sentence it will be done by Scott County Jail medical staff AFTER you are in custody. Keep in mind that if Scott County Jail medical staff performs the Mantoux test or chest x-rays you will be held in on the day the test is administered and again on the day the results are to be obtained. Contact your health care provider or a medical professional to set up this test/x-ray and bring along this information during your Scott County Jail Program Staff appointment or at the time you start your sentence. If you can provide written proof from a medical professional that indicates you have, within three months prior to your intake into the Scott County Jail, been tested by either method and found to be free of tuberculosis, please bring along verification. If you have been found to have tuberculosis you must provide written proof from a medical professional that you are being adequately treated for this condition.

7. Participants in the community release program will be screen for infectious diseases to include Flu and COVID-19. Inmates **MUST** be free of flu/flu-like symptoms and COVID-19 symptoms to include a temperature check. Inmates displaying symptoms or fever will be quarantined and tested. They will be held in custody until results of the testing are returned with a negative result.

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 Scott County Jail Program Staff or Scott County Jail Medical Staff. 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 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 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 daily. When you change job-site locations, during the workday, you are required to call the Scott County 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 maintain alcohol on the premises.
- Work schedules will be determined and set by the Scott County Jail 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.
- Occasional requests for overtime must be made by your employer or supervisor by contacting the Scott County Jail Program Staff (Officer Blair 952-496-8930 or Officer Gerold 952-496-8324) or the Scott County Jail Duty Supervisor at 952-496-8129. Your employer must advise the Scott County Jail Program Staff or Scott County Jail Duty Supervisor of the reason for the needed overtime. This does not immediately authorize the overtime and is at the discretion of Scott County Jail Programs staff or the Scott County Jail Duty Supervisor.

- 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. You will also be required to complete any Release of Information required. Employers, instructors, and facilitators will be contacted by the Scott County Jail Program Staff to verify your employment, school participation, or treatment.
- You must notify the Scott County Jail Program Staff, a minimum of 3 days (72 hours) in advance, of any scheduled appointments or court appearances. Notification must be in writing. (Submitting a request on the housing unit tablet is considered in writing.) Passes may be allowed for legitimate purposes. To obtain a Pass, you must complete a Programs General Request on the housing unit tablet 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 without exception.

- As a Community Release Inmate, you are responsible for all medical, dental, and medication expenses incurred while in custody. To ensure proper payment of prescription medications and/or medical and dental care it is mandatory that you supply all of your insurance information. All prescription medication refills are to be coordinated with Scott County Jail Programs Staff and the Scott County Jail Nurse. All medical and dental appointments must be coordinated with the Scott County Jail Programs Staff at least 3 business days in advance except in the case of an emergency. In the event of an emergency, you must contact, or have someone contact, the Scott County Jail as soon as possible at (952)496-8900. All follow-up care must be coordinated with the Scott County Jail Programs Staff or the Scott County Jail Medical Staff.
- You are responsible for providing reliable transportation to and from your authorized activities. Transportation arrangements must be approved by the Scott County Program Staff or the Scott County Jail Duty Supervisor. 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.
- All community Release fees will be deposited directly into your account via the kiosk in the lobby.
- Every Monday, for those paid weekly, or every other Monday for those paid bi-weekly, a paystub will be submitted with your timecard.
- 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 \$25.00 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.

- The Scott County Jail 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, UA 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 Scott County Jail or off facility grounds, is prohibited and **will** result in disciplinary action, the loss of community release privileges and could result in additional criminal charges. All previously paid Community Release fees will be forfeit. You are required to submit to urinalysis and breath tests upon the request of the Scott County Jail Staff. There is a \$20.00 fee for all urinalysis tests.
- 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. This will be pointed out to you during your Community Release meeting orientation.
- A visitor (family, friends, etc.) to your worksite without written approval from Scott County Jail Program Staff or the Scott County Jail Duty Supervisor is strictly prohibited and **will** result in disciplinary sanctions. This includes the dropping off of anything 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 Community Release locker room clean. This includes sweeping and mopping the locker room, cleaning sinks and toilets and occasionally helping clean the Community Release stairwell.
- You must submit only one 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.
- You will be required to submit to a Level 3 strip search upon return from community release. This is an unclothed person search and you are required to fully cooperate.
- Weapons, Drugs, Alcohol, Tobacco (Cigarettes/Chewing Tobacco), lighters, matches, ANY products used for vaping (e-cigarettes, juice, pens, etc.) and unauthorized cell phones are NOT allowed into the Scott County Jail. If you bring these items into the Scott County Jail you will face disciplinary action which may include loss of Community Release privileges and good time. Inmates are not allowed to leave cigarettes, lighters, matches, chewing tobacco and vaping products on Scott County property.
- Inmates will not bring back garbage to the Jail. If you are caught leaving your garbage outside of the Scott County Jail or on Scott County Property, you will be in violation of the Community Release Agreement.

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

1.

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: _____



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Transportation Authorization

All information is required for an Offender to transport themselves or have someone transport Offender to their approved destinations. No other form of transportation will be authorized.

Full Name _____ Date of Birth: _____

INMATE DRIVING SELF:

D.L. # _____ D.L. State: _____ Vehicle make _____

Vehicle Model _____ License Year: _____ License Plate # _____

Insurance Company: _____ Policy #: _____

DESIGNATED DRIVER #1

Full Name _____ Date of Birth: _____

D.L. # _____ D.L. State: _____ Vehicle make _____

Vehicle Model _____ License Year: _____ License Plate # _____

Insurance Company: _____ Policy #: _____

YOU MUST SUBMIT CURRENT COPIES OF YOUR AUTOMOBILE INSURANCE CARDS AND DRIVER'S LICENSE, OR THAT OF YOUR PROPOSED DRIVERS, WITH THIS TRANSPORTATION DOCUMENT.

I have received all the above information and documentation and I authorized the above transportation arrangements.

Case Manager

Date



Scott County Sheriff's Office

EMPLOYER INFORMATION (Must be completed by Employer)

NAME OF INMATE: _____

NAME OF COMPANY/EMPLOYER: _____

BUSINESS ADDRESS: _____ CITY: _____

SUPERVISOR'S NAME: _____ PHONE #: _____

EMPLOYMENT START DATE: _____ HOURLY WAGE/SALARY: _____

PAYDAYS: (Please circle one) Weekly Biweekly Monthly Other (Specify) _____

REGULAR WORK DAYS: (Please Circle) Mon Tues Wed Thur Fri Sat Sun

REGULAR WORK HOURS: Start time: _____ End time: _____

COMMENTS: _____

I understand that this employee will be participating in the Scott County Jail Work Release Program. Although it is the employee's responsibility to insure that he/she abides by the rules of Community Release, I understand that I have a responsibility, as the employer, to notify the Scott County Jail immediately if this employee does not report to work as scheduled, leaves the worksite, or has visitors coming to the worksite. I understand that this individual is authorized to be released from the Scott County Jail to go directly to his/her place of work and return directly to the jail upon completing work. Any change in job site or leaving the place of employment during the course of normal work duties must be reported to the Jail Staff prior to leaving. I also understand that it is the individual's responsibility, not the employers, to notify Jail Staff. I agree to cooperate with the Scott County Jail and its staff by allowing verification of work attendance with job checks by phone or on site. I also understand that the employee must submit weekly verification of work to the Jail Staff and that, as his/her employer I am responsible to sign his/her verification daily. I am aware that, should this employee break any of the Community Release and/or Jail rules will be sanctioned, which could include suspension of his/her work privileges. I am also aware that travel outside the State of Minnesota is not allowed without a District Court Judge's authorization. I certify that I have read the Community Release Rules provided to me and that I have a full understanding of the expectations of the Community Release Program.

Supervisor's Signature: _____ Date: _____



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Authorized Community Release Items

All Community Release Items must fit into one (1) locker, **NO EXCEPTIONS!**

Allowed Community Release Items are as follows:

1. One (1) belt
2. Six (6) shirts
3. Six (6) undershirts
4. Six (6) pants
5. Six (6) pairs of socks/stockings
6. Six (6) bras and/or underwear
7. Hygiene Items can include:
 - a. One (1) beard trimmer
 - b. One (1) nail clipper
 - c. One (1) electric razor or one (1) package of disposable razors
 - d. Two (2) bars of soap
 - e. Two (2) bottles of shampoo
 - f. Two (2) bottles of conditioner
 - g. Make-up
 - h. Hair care products
 - i. One (1) hair dryer
 - j. One (1) curling iron/flat iron
8. Two (2) jackets
9. One (1) pair of mittens/gloves
10. One (1) hat
11. One (1) box/bottle laundry detergent
12. One (1) purse
13. Up to \$100.00 cash
14. Two (2) pair of shoes
15. One (1) pair of coveralls
16. Cell Phone (with staff authorization)
17. Towel

The following items are NOT allowed, **NO EXCEPTIONS:**

1. Glass items
2. Tobacco Products
3. Matches/lighters/flints
4. Nail polish or nail polish remover
5. Food or beverages
6. Weapons (including pocket knives, scissors, or wire hangers)
7. Controlled substances
8. Gum or candy
9. Items with alcohol (this includes items that would normally be allowed)
10. Aerosol products