

INMATE WORK RELEASE CONTRACT

Work release is a privilege granted by the Court, not a right. Clayton County Jail inmates who have been granted work release have the responsibility to comply with the Clayton County Jail Rules and Regulations while on work release as well as the following rules governing work release at the Clayton County Jail.

- A. Your employer must advise the Clayton County Sheriff's Office in writing of the hours you will be working. If you are requested to work overtime, your employer must get approval from the Sheriff or Jail Administrator. You will not be allowed work release on Sundays, unless specifically authorized by the Court.
- B. You must report any change in your employment status immediately to the Sheriff or Jail Administrator.
- C. Your employer must sign a form stating that you are insured while at work and that Clayton County is not responsible for any injury you may receive while at work.
- D. If you are self-employed, you will be required to either sign a waiver releasing Clayton County from any and all responsibility for injury while you are at work or provide proof of insurance.
- E. If you must drive to and from work, you must be covered by insurance and have a valid driver's license. The same rules apply to another driver if riding with someone else.
- F. You will be allowed a specific amount of time to travel to and from work depending on the distance you must travel. If, for some reason beyond your control, you will be late in getting back to the jail, call the jail and advise the time you will arrive and the reason for being late.
- G. You must go to work by the most direct route and return to the jail by the same route. No stops en route to work or from work will be allowed, unless authorized in writing by the Sheriff or Jail Administrator.
- H. While on work release, you shall not violate any Federal, State, County or City laws.
- I. While on work release, you shall not consume any alcohol or consume, ingest, or in any way use any drugs not prescribed to you. Prescription drugs should only be used in the manner they were prescribed and at the correct time stated on the prescription.
- J. You shall not be at any party while at work, even if there are no alcoholic beverages being served.
- K. You shall allow the Clayton County Sheriff's Office to take breath, urine, or blood tests for alcohol or drugs before beginning the work release program and at any other time deemed necessary by jail staff. Should you test positive or refuse to test, your work release privilege will be revoked. You will not be allowed work release until the Sheriff or Jail Administrator re-approves it.
- L. You will be required to pay all delinquent or past room and board fees owed by you to the Clayton County Sheriff's Office BEFORE you will be allowed out for work release.
- M. You will be allowed to remove from your funds enough money to pay for travel and food expenses while working.
- N. The Sheriff may, if necessary, require you to surrender your earnings while on work release to satisfy provisions in Chapter 356 of the Iowa Code
- O. If an arrest warrant comes in for you from Clayton or any other county you shall not be allowed to go out for work release until the Sheriff, Jail Administrator, or Court says you may again.
- P. You shall not go to another County or out of the state of Iowa unless court ordered to do so to work, see a Probation Officer, or go to Court. Clayton County Sheriff's Office must

have something in writing, in advance, stating the date and time which you are to be there.

- Q. If you are self-employed and will be working in another county, Clayton County Sheriff's Office must have a letter from the person for whom work is being done stating that you will be working there, along with the time and date of the work, and wages paid.
- R. If self-employed, you shall give name, address and phone numbers of the places you will be at daily.
- S. In the event of a violation of your work release contract or the Clayton County Jail Rules and Regulations, the Sheriff or Jail Administrator will suspend your work release immediately, and the Court will be advised of the violation on the next scheduled court date. If the Court does not direct otherwise, your work release privilege will be suspended for five (5) days.
- T. Room and Board fees are calculated based on your income. Per Iowa Code 356.30, you may be charged up to 50% of your wages or salaries, after deductions required by law, including deductions to satisfy any court-ordered child support obligations, earned during the period of time for which the charges are made. At the time this contract is turned in, you will need to provide proof of income, as well as proof of any court-ordered child support payments or other deductions required by law for the past 60 days.

EMPLOYERS:

It is required that the employer of a Clayton County Jail inmate on release is to verify, in writing, that the inmate is covered by insurance while working for you. If the inmate is requested to work overtime, prior approval must be obtained from the Sheriff or Jail Administrator. Inmates are not allowed to work on Sundays or major holidays, defined by Administration, unless specifically authorized by the Court, or with approval from the Sheriff or Jail Administrator.

Please complete the following information:

(Name of inmate) _____ is employed by _____

_____, address of _____

phone number of _____, and is covered by insurance while they are working.

Normal work days _____

Normal work hours _____

EMPLOYER & INMATE:

Time inmate needs to be released from jail for work (Include travel time) _____

Time inmate will return to jail from work (Max 12 hours after release) _____

Authorized stops to and from work _____

Any specific additional requirements or terms _____

Employer Signature: _____ Date: _____

Job Title: _____

I, _____, have read and agree to the above terms of this work release contract.

Inmate Signature: _____ Date: _____

After completing the necessary forms, please return any and all papers to the Clayton County Sheriff's Office, 22680 230th St, P.O. Box 10, St Olaf, IA 52072.

Work Release Approved _____

Work Release Denied _____

Sheriff/Jail Administrator: _____ Date: _____

*Employer and inmate will each be provided with a copy of this work release contract.