

Criteria For Work Release

1. Sentenced to no more than 2 years total time.
2. Sentence must be resolved by the court.
3. No sentence can include [Pre] or [Post] release programs.
4. Record must be clear of all pending charges, outstanding warrants and detainers. Inmates bonded on current charges will be handled on a case by case basis.
5. Must have in writing the approval of each sentencing court.
6. Inmates committed to the facility to serve a sentence who already have a job will be given priority in obtaining Work Release status. Inmates who do not have a job will be reviewed on a case by case basis upon request and they must have a current work history in order to be considered for Work Release. Pending review and approval of Work Release status and awaiting procurement of employment, the inmate will be required to participate in the inmate work force program.
7. Must be employed within a 35-mile radius of the jail, Nelson county inmates will be handled on a case by case basis.
8. Must have transportation to and from their place of employment. The work release department will approve three people to provide transportation for each inmate and they must provide a copy of proof of drivers' license and auto insurance. **Inmates will not be allowed to drive themselves to and from work.**
9. Must have employment that does not require driving. Work release inmates are Not allowed to drive.
10. Must not have an extensive criminal history.
11. Must not be convicted of the following charges:
 - A. Any sexual related offenses.
 - B. Abduction or kidnapping offenses.
 - C. Child related sex crimes.
 - D. Violent or brutal crimes.
 - E. Crime involving the use of a weapon.
 - F. Involvement in organized crime.
 - G. Escape or attempted escape from an institution or custody
 - H. Crime for the **DISTRIBUTION** of any drugs.
 - I. Crimes showing a history or pattern of assaultive behavior.
 - J. No domestic assaults within the last [5] five years.
 - K. No more than [2] two [FTA] Failures to appear convictions within the past year.

- L. Parole violation.
 - M. Fugitive from justice.
12. People who have a **Current history of** or are **currently taking** any psychotropic medications will be reviewed and handled on a case by case basis.
 13. Work Release inmates will work no more than five days a week, ten hours a day.
 14. Must be supervised at all times.
 15. All paperwork required by the work release department must be turned in to the work release department prior to being submitted to the ICC.
 16. Any inmate **testing positive** to their initial drug-screening test prior to being placed onto the work release program **will not** be allowed to participate in the program.
 17. Upon the inmate's passing the initial urinalysis screening, the inmate must agree to submit to random **Alcohol Sensor, Urinalysis or Blood** test as directed by jail staff while on the Work Release program. The inmate will be held accountable for the cost of each test. If the test results come back positive for any illegal or unauthorized substance, the inmate will be held in from work, disciplinary action will be taken and the inmate will be removed from the Work Release program. If, at that time, the inmate would like secondary testing, the inmate must notify the officer as soon as the test results are known. There will be a charge of \$110.00 to send the sample to UVA for a secondary test.
 18. The employer must meet the guidelines and criteria as set by the work release department:
 - A. Have a business license – {if a business license is not required in the business jurisdiction, a written waiver for exemption must be submitted to the work release department}.
 - B. Have workman's compensation insurance.
 - C. Abide by all the Rules and Regulations as set by the Guidelines and Responsibilities for Work Release employers.
 19. Stationary employment is highly recommended. [**The employer must make provisions for daily notification to the work release department prior to the inmate moving to a new job site**]. Failure to do so may result in the Work Release Inmate being held in and/or removal from the program. The inmate will be held liable for all cost associated with the request for secondary testing.
 20. No self-employment.
 21. No employment working with or working for family members.

22. Work Release inmates, upon request, after a [3] Three-month period on Work Release, can request that they be evaluated by the Work Release department for consideration for HEM. If the evaluation proves that the Work Release inmate has complied with all the Rules and Regulations of the Work Release program, a recommendation will be submitted to the ICC for HEM approval. If the ICC agrees with the recommendation of the Work Release department, it will then be submitted to the Superintendent for approval. Upon the Superintendents approval, a recommendation will be submitted to the sentencing court for approval of HEM.
23. Upon approval for the Work Release program the inmate will be required to make an initial deposit of **\$102.00** if the inmate is paid **weekly** and **\$192.00** if the inmate is paid **BI-weekly**, prior to the inmate's going out to work. \$10.00 of this deposit will go towards the inmate's initial urinalysis screening and the remaining balance of \$92.00 or \$182.00 will remain on the inmate's account. **Only** Money orders or Cashiers check **will be accepted** for the inmate's **initial deposit**. Note: The inmate's accounts balance **WILL NEVER** go below the initial deposit. If it does, the inmate will be subject to removal from the program. Upon completion of the program, any unused funds will be reimbursed to the inmate.
24. Inmates will pay \$25.00 per week towards fines and court cost as required by court order. If this money is not paid, you will be removed from the Work Release program.
25. Any inmate who has been found guilty of (1) Major Rule Violation or two (2) or more Minor Rule Violations during their present confinement will not be eligible for the "A" or "B" custody Inmate Workforce for a period of 90 days from the date of their last conviction.
26. The Work Release Department, Classification Department, or Administration of this jail, reserves the right to remove any inmate from the work release program they feel is not complying with the rules and regulations of the facility or program.
27. The inmate has the right to appeal any decision of the ICC to the Superintendent within [2] two working days of the ICC decision.

Only inmates who meet the eligibility requirements as outlined above will be considered for review by the Institutional Classification Committee, (ICC).