

WORK RELEASE AGREEMENT

Inmate Name: _____ Birthdate: _____

Charge(s): _____

Length of time to serve: _____

Date sentence must be served by (if applicable): _____

Call the Benton County Correctional Center at 319-472-2337 approximately two weeks PRIOR to your surrender date to speak with the Jail Administrator to schedule a Work Release appointment. Your formal Work Release interview shall be scheduled and completed no later than 3 days prior to your surrender date. Failure to do so could delay your release for work after you report to serve time in the jail. AT THE TIME OF YOUR WORK RELEASE INTERVIEW, YOU MUST PROVIDE:

1. This completed work release employment information form.
2. Two most recent check stubs or previous year's tax return.
3. Each driver's: Valid driver's license, Vehicle registration, and Proof of vehicle insurance (if applicable).

Failure to provide this information at your formal interview may result in delaying your contract until all required forms are provided. Work Release interviews take approximately 30-minutes to complete and may be interrupted or delayed due to jail workload and staffing. To expedite your interview process, you may choose to mail copies of the required work release forms to the jail prior to your interview date. Bring all original forms and signed proof of employment with you to your interview.

Mail forms to: Benton County Correctional Center
Work Release Program
113 E 3rd St
Vinton IA 52349
Attn: Jail Administrator

1. Work hours and travel time combined CANNOT exceed 60 hours per week (Sunday through Saturday), unless authorized by court order of the sentencing Judge or the Benton County Jail Administrator.
2. Minimum of a seven (7) day sentence.
3. Work within Benton County at all times, unless authorized by court order of the sentencing Judge or the Benton County Jail Administrator.
4. Refer to the work release scale for fees. Fees are paid upfront, CASH ONLY, beginning with the surrender date.
5. No alcohol or drugs present in your system upon your arrival at jail and during your incarceration. Should you test positive for alcohol or drugs, your work release shall be suspended, and the Jail Administrator will request the Court to revoke said work release privileges permanently.
6. You may bring a reasonable amount of extra clothing to wear to work. A maximum of 3 changes of clothing is allowed
 - a.) Storage space is limited.

- b.) Laundering is available. No dry-cleaning articles. (Not responsible for fading or shrinkage.)
7. An inexpensive watch, keys, money for transportation, etc. can be held in your work release locker

I have been granted permission to leave the Benton County Jail by the District Court of Iowa, for the purpose of work release with approval of the Benton County Sheriff or his designee.

The Court provides, by statute, that I shall abide by the rules and regulations of release as set out by the Sheriff of Benton County and hereby agree that I will lead an honorable life, obey the laws of the State of Iowa and that I will follow and carry out the following terms and conditions of this release.

1. Upon leaving the Benton County Jail, I will go directly to my place of employment.
2. I will return to the Benton County Jail immediately upon completion of my day's work and report to the Officer in charge of the Benton County Jail.
3. I will remain in such employment unless I have written consent of the Benton County Sheriff to change here from.
4. If my employment is terminated, I will immediately return to the Benton County Jail and notify the Jail Officer in charge.
5. I will not go beyond the territorial limits of Benton County without the consent of the Benton County Sheriff.
6. I will provide the Jail Officer in charge, each day, at what location in Benton County I can be located at any time I am outside of the Benton County Jail.
7. I will conduct myself honestly, avoid questionable associates, will not partake of any intoxicating liquors or drugs and will not stop at any building or dwelling, private or public travelling to or from my place of employment, or at any other time while outside of the Benton County Jail without prior approval from the Sheriff or his designee.
8. I understand and agree to pay the work release costs of **\$50.00 room/board per day + \$15.00 monitoring device per day (Benton County Orders) or \$60.00 room/board per day + \$15.00 monitoring device per day (Out of County Orders) in advance** before participating in work release time in the Benton County Jail.
9. I understand that while on work release, I may be subject to breath and / or urine tests for alcohol or drugs before beginning the work release program and at any other time deemed necessary by Jail Staff. Should I test positive or refuse testing, I understand that work release privileges will be revoked.
10. I understand that work release inmates will be placed on a GPS ankle bracelet to monitor inmate movement.
11. I understand that I am personally responsible for issued GPS equipment, liable for costs to replace broken, stolen, intentional or unintentional damage to the equipment in my possession. I understand that I may be charged criminally for intentional damage to the monitoring equipment.

Employer Name _____

Employer Address _____ Employer Phone

No. _____

Name of person to contact after normal business hours _____

Address of person to contact after normal business hours _____

Phone number of person to contact after normal business hours _____

Proposed Work Schedule:

	Start	Finish
Sunday	_____	_____
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____
Saturday	_____	_____

MAXIMUM TIME ALLOWED OUT OF THE JAIL IS 12 HRS PER DAY AND 5 DAYS A WEEK

I understand and agree that this agreement will be in full force and effect for the duration of the time I am employed outside of the Benton County Jail. If any terms of this agreement are violated by me, I am subject to be immediately taken into custody by any peace officer or Probation Officer and returned to the Benton County Correctional Facility. I further understand that my privilege to leave the Benton County Jail under Court Order can be suspended for five days and the Sheriff can then request the Court to revoke said privileges. I have carefully read and do clearly understand the provisions and conditions of my work release agreement and I do hereby agree to abide by the rules and regulations of said agreement as herein above set forth and I do hereby accept all of said terms and conditions of my said work release agreement.

I agree to abide by the Benton County Jail's work release rules. Agreement must be signed before approval.

Dated this _____ day of _____, _____

Inmate Signature: _____

Witness Signature: _____

APPROVAL

SHERIFF _____ DATE: _____

_____ APPROVED

_____ DENIED: _____