

**Hopkins County Jail
Employer Work Release
Verification and Rules**

Please complete the following information. The work release coordinator will verify the information supplied.

Inmate Name: _____ **Business Name:** _____

Business Location: _____ **Business Telephone:** _____

Inmate Job Title: _____ **Inmate Job Site Location:** _____

Inmate Job Description: _____

Supervisor's Name: _____ **Supervisor's Emergency Contact #:** _____

Work Days and Hours: _____

Open Major Holiday (Circle One): **Yes** **No**

Pay Schedule (Circle One): **Weekly** **Every 2 Weeks** **Other**

If other, please specify: _____

Inmate Rules

1. The jail staff will assign the inmate travel time to and from work.
2. While at work, the inmate may follow the normal routine, such as going to meals off the worksite. However, the inmate may not go into an establishment that serves alcohol.
3. The inmate may go to their residence to eat meals and clean up before and after work. However, the inmate will not be granted extra time to report to their residence.
4. You do not have the authority to allow the inmate time off to take care of personal business. The only exception would be to seek medical attention. The inmate will be responsible for their own medical bills and must bring a Doctor's Excuse that indicates the arrival and departure times from the doctor's office.
5. The inmate shall not use drugs or alcohol (including OTC medications containing alcohol) while on work release. The inmate shall submit to random drug and alcohol tests through the jail. Failure to submit to testing or attempts to alter the test will result in automatic termination from work release.
6. The inmate is responsible for scheduling their own transportation to and from work.
7. If the inmate is excused from work early or terminated, the employer must notify the jail immediately.
8. The inmate shall pay work release fees every Friday or every other Friday, depending on their pay schedule. Failure to pay fees will result in suspension of work release privileges.
9. Any violation of the law, work release rules, or jail rules may result in suspension of work release privileges.
10. Due to being granted work release, the inmate will not receive any visits while in jail unless granted by the Jailer or his designee.
11. The inmate must carry the work release tracking phone with you at all times while outside the jail.

Employer Requirements

1. You must **submit a copy** of your current **business license**.
2. You must **submit a copy** of the supervisor's current **Driver's License or Photo ID**.
3. You must agree to allow the jailer or his designee access to the work site to check on the inmate.
4. You must notify the jail of any schedule changes and/or changes to the location of the work site in writing.
5. You must notify the jail if the inmate works over the approved schedule.
6. You must notify the jail immediately if the inmate does not report to work or if the inmate is more than an hour late.
7. You must report any incident involving the inmate immediately to the jail.

I have read and understand the rules of the Hopkins County Jail Work Release Program. I understand that my only obligation is to report all such incidents to the jail.

Employer Signature: _____ **Date:** _____

Work Release Coordinator: _____ **Date:** _____