



DETENTION DIVISION WORK AND SCHOOL RELEASE PACKET

Please take the time to carefully read, fully complete, and sign all forms.

This packet contains helpful information on the rules and regulations you must abide by while on work or school release.

For any questions regarding the information in this packet, please contact the detention center during regular business hours Monday–Friday, 8am-5pm at (970) 641-1108.

GUNNISON COUNTY DETENTION CENTER WORK/SCHOOL RELEASE POLICIES

Persons who have been granted work or school release, must also meet the following criteria of the detention center to be eligible to participate in the work or school release program.

- Sentence must be 10 or more days, and not a split sentence.**
- No active warrants.**
- No previous work or school release revocations.**
- Must pass a urinalysis and breath test upon intake.**
- Work/school locations must be in Gunnison County.**
- Work/school locations must be where you can be reached by vehicle and phone at all times.**

Persons that meet the above criteria must provide the following information **BEFORE** checking in to the detention center for their sentence.

-Completed work/school release packet.

-Valid driver's license, proof of insurance, a description of the vehicle being used as transportation, and a current vehicle registration.

-Proof of income.

These requirements are mandatory; if they are not met, you will not be allowed out for work/school.

CHECK IN PROCEDURES

- You will be required to take and pass a urinalysis and breath test. The cost of the urinalysis is \$20, the cost of the breath test is \$5. These fees are due at the time of book in.
- Any abnormal reading (temperature, the presence of bleach, pH, etc.) or a positive reaction for illicit substances will be considered a failed test.
- You have the option of requesting an evaluation by an independent lab for a second test at your own expense. You will not be allowed out to work or school until the results of the test have been read. This takes approximately 1-2 weeks. The fee to have the lab test performed is \$25, and must be paid before the specimen is sent out.

A failed urinalysis or breath test will result in work/school release privileges being immediately revoked.

The court will also be notified of your revocation.

Gunnison County Detention Center

Work release/School release

Rules and Regulations

- **You must call the detention center when you arrive and leave any location at (970)641-1108. This includes leaving one class to head to another.**
- **You are not permitted to hitch hike.**
- **You are not allowed to use alcohol, marijuana or any other illicit substance.**
- **Expect periodic, random checks by phone or a physical check of your location. Be where you are supposed to be-detention staff will follow through on your reported location.**
- **Periodic checks will also be performed to verify you are using the vehicle you have registered in your work release packet.**
- **You will submit to a breath test or urinalysis at the request of any law enforcement official.**
- **You will be required to take and pay for random urinalysis and/or a breath test at the discretion of detention center staff.**
- **You are required to pay your housing fees every Friday without exception.**
- **Any schedule changes, school related field trips, or classroom location changes must be submitted to detention center staff 24 hours in advance for approval.**
- **You must report any law enforcement contact that occurs while out of the detention center.**
- **Work/school release hours are not to exceed **60 hours per week, 10 hours a day, and 6 days a week.****
You must be in the jail at least 1 day/week.
- **If your work or school schedule requires you to be at work or school during meal times, an early breakfast will be provided, as well as a sack lunch. You are not allowed to go to any establishments for lunch. No one is allowed to bring you meals.**

- **If you require medications while at work or school, you may take the prescribed amount with you. All medications will be administered exactly as prescribed.**
- **You are allowed one set of clean clothes at a time. You may have someone pick up and deliver work clothing for you. The detention center does not launder your personal clothing.**
- **Any items necessary for work such as box cutters must be disclosed to detention staff upon return to the facility. Introduction of any item (not disclosed to staff) that is considered contraband may result in felony charges.**
- **You are not allowed to report back to the detention facility late.**
- **You are required to call and report all changes in your location, for any reason. **Failure to call in will result in revocation of your work or school release status.** There are NO exceptions to this rule. It is your responsibility to ensure your phone is charged and in working order.**

The staff at the Gunnison County Detention Center wants your work or school release experience to be a successful one. Please do not hesitate to ask any staff member about any questions or concerns you may have.

Revised June 2015

Inmate Name: _____ DATE: _____

OUT TIME **IN TIME** **COMMENTS**

MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			
SUNDAY			
APPROVED CHANGES			

NAME OF BUSINESS/EMPLOYER:

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: _____ CELL PHONE: _____

JOB SITES (IF THEY DIFFER FROM BUSINESS ADDRESS):

List type of transportation used to go to and from work:

Vehicle Make/Color/ Model: _____ License Plate #: _____

Walking: _____ / _____ or Bicycle: _____

List Person(s) picking up and dropping off:

Name: _____ Phone: _____ Driver's License #: _____

Name: _____ Phone: _____ Driver's License #: _____

The signing of this agreement releases the Board of County Commissioners of Gunnison County, the Gunnison County Sheriff's department, Gunnison County Detention Center, their agents and employees of each from any liability incurred while on work or school release, along with any property stored outside the Detention Center while incarcerated.

The work/school release fee is a minimum of \$15 and cannot exceed \$30 per day. The housing fee is based on a sliding scale and your income. Proof of income is required upon intake. All work/school/housing fees are due each Friday, cash or money order only. All schedule changes must be submitted 24 hours in advance to the Captain.

FAILURE TO COMPLY WITH ANY OF THE WORK/SCHOOL RELEASE RULES AND REGULATIONS WILL CAUSE IMMEDIATE REMOVAL FROM THE WORK/SCHOOL RELEASE PROGRAM IN ACCORDANCE WITH CRS 17-26-128. THE ABOVE NAMED EMPLOYER OR TEACHER AGREES TO IMMEDIATELY REPORT THE ABOVE NAMED INDIVIDUAL SHOULD HE/SHE FAIL TO REPORT TO WORK/SCHOOL BY CONTACTING THE DETENTION CENTER AT (970)641-1108.

Failure to sign fully complete and sign this form will result in denial of release.

EMPLOYER/SUPERVISOR SIGNATURE: _____ DATE: _____

INMATE SIGNATURE: _____ DATE: _____

DETENTION DEPUTY SIGNATURE: _____ DATE: _____

I ACKNOWLEDGE RECEIPT OF THESE RULES AND REGULATIONS: _____ DATE: _____

