

## SOUTHWEST MULTI-COUNTY CORRECTION CENTER

Dickinson Adult Detention Center  
Kara Simons, Interim DADC Administrator  
66 Museum Drive, Dickinson, ND 58601  
Telephone: 701-456-7790

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### **WORK RELEASE AGREEMENT**

Eligibility of an inmate/Resident to participate in the SWMCCC "Work & Special Release" program is for sentenced inmates. Approval to participate in Work Release/Treatment is granted by the SWMCCC Operations Administrative Team. Work release/Treatment release is a privilege and not a right.

The "Work & Special Release" agreement will become effective only after the following conditions are agreed to and accepted by the inmate/resident. It is understood that violation of, or refusal to comply with, any of these conditions shall be sufficient cause for revocation of "Work & Special Release" privileges.

1. I will go directly to the destination approved for work and upon completion will return directly to the Correction Center.
2. I will not have in my possession, nor use, any unauthorized drugs to include alcoholic beverages. I will freely cooperate and voluntarily submit to medical and chemical tests, and examinations for the purpose of determining use of unauthorized drugs, including intoxicating beverages, when so ordered by the Administrator or his authorized representative.
3. I understand that I cannot be self-employed or employed by family while on the work release program. Supervision is a requirement to be on the work release program.
4. I will not attempt to meet up with friends or family at the work site or to and from the work site.
5. Should I ever be on unauthorized leave from the Correction Center, I hereby waive extradition to the State of North Dakota for any jurisdiction where I may be found.
6. I will commute to and from my work only by means approved by the center. Driving your own vehicle must be pre-approved. If approved, you must show proof of insurance, registration of vehicle and copy of valid driver's license.
7. If you are placed here from the DOCR you are not allowed to possess a vehicle to drive to and from work. If you have a valid driver's license you may not drive a vehicle on your leisure pass.
8. Personal Cell phones are allowed out of the secure area. As soon as I have an activated, working phone, I must provide my phone # to allow open communication with SWMCCC # \_\_\_\_\_ . Do not turn on cell phone until you are out of the secure area.
9. I will not leave my Work site for any reason other than job-related circumstances.
10. I will notify the Correction Center Administrator, or representative, immediately of any job or program status changes (ex. Change of hours, job or program termination, etc).

11. I hereby agree to pay to the Correction Center, for inmate variable expenditures (ex. "Work and Special Release" expenditures, room and board, etc.), at the rate of
  - A. \$20.00 per day for each day released for employment.
  - B. DOCR residents will have all paychecks processed through the business office.
    - Deduction: 1.** Per diem of \$20 will be charged for every day of work.
    - Deduction: 2** 25% of remaining balance into savings/release fund
    - Deduction: 3** 10% of remaining balance for fines/fees/restitution
    - Deduction: 4** Facility Administrators discretion.
  - C. Inmates can request cash once per week. Requests must be submitted by Thursday before 8:00 a.m. Money will be available Friday. Inmates can request up to 50% of the remaining account balance with a max cash withdrawal of \$500/week. Special requests for excess funds can be made to the SWMCCC Administrator.
12. I must submit a copy of all pay statements while housed in the SWMCCC. County inmates, under some circumstances (owe for fines/fees/restitution), I may be subject to paychecks processed through the business office.  
All work release fees must be paid one week prior to release date. County inmates, if fees are not paid, you will receive an incident report with the possibility of losing good conduct time.
13. I may work out of town but, must work in the counties which include Stark, Billings, Dunn, Hettinger, Golden Valley, Bowman and Slope. I may not be gone from the Correction Center longer than a 16-hour period, which would include travel time.
14. I will not bring into or possess any contraband in the facility. Any contraband brought into the facility (ex. Tobacco products, lighters, weapons, locking devices, food or beverages, etc) will be discarded.
15. I will submit to a drug screen and all tests must be negative before I am eligible for Work Release or Treatment release.
16. If you are a DOCR resident, all medical appointments/medication must be preapproved by DOCR. Approved medical appointments and medication are paid by the DOCR.
17. Any medical needs as in appointments/medications will be set up by our facility medical department. If you are injured on the job and need immediate medical attention your supervisor must call prior to going to the ER or while you are at the ER.
18. Special Conditions: While on pass or work you are not allowed to go into a bar or liquor store. Do not consume any over the counter medications that could cause a positive drug or alcohol test. Please consult with the medical department before buying any over the counter medications other than Tylenol or Ibuprofen.

I hereby certify that I fully understand and agree to each of the above conditions, under which I am being released, and agree to faithfully observe each of the same. I fully understand and agree that a violation of or refusal to comply with any of the conditions shall be sufficient cause for revocation of this "Work & Special Release" privileges. I understand and agree that while I am outside of the Correction Center on "Work & Special Release", I am still in the legal custody of the Administrator of the Southwest Multi-County Correction Center.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Inmate Signature

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Administrator or Case Manager