MINNESOTA DEPARTMENT OF CORRECTIONS
1450 Energy Park Drive, Suite 200 St.
Paul, Minnesota 55108-5219

WORK RELEASE APPLICATION

Please complete the application below to be considered for Work Release. Prior to submitting this application, please closely review the criteria and exclusions on the back page. We will review your application and other electronic file information to make an acceptance or denial for Work Release. You may apply for Work Release when you have served at least half of your sentence and are within eighteen months of your Confinement Release Date (CRD). The decision will be communicated to you.

_____
Date

NAME _____ _____ _____
Last **First** **Middle**

_____ _____ _____
OID Number **Date of Birth** **Date Committed**

_____ _____ _____
Confinement Release Date (CRD) **Expiration Date** **County of Commitment**

_____ _____
Correctional Facility **Caseworker**

Currently involved in post-secondary education: Yes ☐ No ☐

Tentative Release Plan at SRD (Be as specific as possible, if known):

With Whom: _____

Address: _____

_____

Phone: _____

Employment Plan:

_____

_____

_____

Signature _____

Mail this application to: **Work Release Director**
Minnesota Department of Corrections
1450 Energy Park Drive, Suite 200 St.
Paul, Minnesota 55108-5219

WORK RELEASE SELECTION GUIDELINES

Under the authority of Minn. Stat. § 241.26, the Department of Corrections is authorized to conditionally release participants to a work release program prior to a participant's confinement release date. The purpose of the program is to enhance public safety by providing supervision and structure to participants as they transition from prison to the participant's community. Exclusionary criteria have been established to eliminate from consideration applicants who represent a significant risk to the public. In addition, applicants who have shown an inability to adjust to correctional supervision in the community or within the prison or those deemed to be at a very high risk to reoffend will not be afforded this opportunity.

Applicants may apply for work release when they are within eighteen months of their confinement release date, have a MNSTARR score of low, medium or high risk (or equivalent) and have a current classification of medium or minimum custody. Participants may be placed on work release up to one year prior to their release date, but in no case for more than one-half of the incarceration portion of their sentence. Work Release staff will determine the actual length of time.

All work release participants are initially placed in a work release facility (residential community corrections center or law enforcement facility). Work Release staff will determine the most appropriate placement based on the level of supervision needed and the type of programming needed and available for a positive work release experience. Completion of recommended programming and/or placement in a minimum-security facility will enhance the probability of a placement in a work release facility. Additionally, Department of Corrections assessments, such as the MNSTARR and the Self-Reported Assessment, are considered in the approval process.

Exclusionary Criteria.

You will be excluded from work release consideration for the following reasons:

1. Have received discipline resulting in restrictive housing or segregation or received extended incarceration time within the last six months; have pending, suspended or active discipline penalty or a pending discipline report.
2. Have a current MnSTARR of Very High.
3. Have a current custody classification of Close or Maximum (Level 4 or Level 5).
4. Have pending criminal charges, a detainer or are wanted by another jurisdiction.
5. Have a current sentence from a state other than Minnesota or from a federal jurisdiction.
6. Are serving a sentence authorized by statute that precludes early release.
7. Are planning to apply, or have applied, for interstate supervision.
8. Committed a new criminal offense while on an early release program during this incarceration.
9. Have engaged in any escape-related conduct within the last five years, including such examples as: escape from custody, absconding from non-custody placement, or absconding from bail.
10. Have committed multiple person offenses against the same victim, including but not limited to violation of protection orders and are medium or high-risk MnSTARR.
11. The applicant has victim impact/community notification requirements or significant victim or community safety-related concerns.
12. Has a community notification level assigned or requires an End of Confinement Review.
13. Are physically and/or mentally incapable of full-time work or educational/vocational programming that cannot be met with reasonable accommodations.
14. Time remaining on sentence is insufficient to allow a minimum of 60 days on work release.
15. Work release denied by facility case review, the work release facility, or the Hearings and Release Unit.
16. Failure to comply with facility programming.