

**CENTRE COUNTY CORRECTIONAL FACILITY  
APPLICATION FOR WORK RELEASE**

**Name;** \_\_\_\_\_ **Date;** \_\_\_\_\_

**Home Address;** \_\_\_\_\_ **Phone #;** \_\_\_\_\_

**Soc. Sec. #;** \_\_\_\_\_ **Date of Birth;** \_\_\_\_\_

**Are you applying for Work Release prior to sentencing and incarceration?** \_\_\_\_\_

**Name of Judge?** \_\_\_\_\_ **Name of Attorney?** \_\_\_\_\_

**Sentencing Date?** \_\_\_\_\_ **Current Charges?** \_\_\_\_\_

\_\_\_\_\_  
**Did you violate Probation / Parole?** \_\_\_\_\_ **What type of violations (describe)?** \_\_\_\_\_

\_\_\_\_\_  
**What is your Probation / Parole Officer's name?** \_\_\_\_\_

**Are you under Parole / Probation supervision in any other County or State?**

**(if "yes", please describe)** \_\_\_\_\_

**Do you have any pending criminal charges, open detainers, or active warrants?** \_\_\_\_\_

\_\_\_\_\_  
**Have you ever received Work Release in Centre County before?** { } Yes { } No

**If "yes", when was your last Work Release experience and under what charges were you incarcerated?**

\_\_\_\_\_

Have you ever had previous Work Release privileges revoked due to violations of Terms & Conditions? (explain)

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Have you had any misconducts during this incarceration ? (when and how many)

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If "yes", the date you were released from disciplinary lock-in? \_\_\_\_\_

Please describe your general health;    {    } Good    {    } Fair    {    } Poor

Are you currently receiving any disability benefits? \_\_\_\_\_

If you have any conditions that would affect your ability to work (i.e., back problems, epilepsy...) please describe;

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Are you currently receiving Unemployment Compensation? \_\_\_\_\_

Do you pay Child Support? \_\_\_\_\_ If "yes", how much? \_\_\_\_\_

### Employer Information

Employer; \_\_\_\_\_ Phone #; \_\_\_\_\_

Address; \_\_\_\_\_

Supervisor(s); \_\_\_\_\_

Supervisor(s) phone # / cell phone #; \_\_\_\_\_

Does employer have insurance / workman's compensation?    {    } Yes    {    } No

What is your job title? \_\_\_\_\_

What are your job duties? \_\_\_\_\_

Does your work require that you travel? { } Yes { } No (You cannot leave Centre Co.!!)

Will you be supervised at all times? { } Yes { } No

Are any co-workers on parole/probation that you are aware of? { } Yes { } No

Hourly or salaried rate of pay? \_\_\_\_\_

What day of the week and how often are you paid? \_\_\_\_\_

Are you paid by....? { } Payroll check { } Direct deposit { } Cash

*\*\*\*Note; Centre Co. Correctional Facility can not accommodate direct deposit. Work release inmates must be paid via payroll check!!!*

How long have you worked for this employer? \_\_\_\_\_

**Work Schedule:** You must have a set work schedule to be eligible for work release. We **can not** accommodate continuously changing schedules. Any future schedule changes must be requested in advance by your employer. If you or your employer has any questions, contact the Work Release Coordinator.

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_

Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_

Friday \_\_\_\_\_ Saturday \_\_\_\_\_ Sunday \_\_\_\_\_



## **Inmate's own Vehicle**

You may drive yourself to work if you meet all of the following requirements:  
1.) Valid PA Drivers License 2.) Valid Vehicle Registration 3.) Valid Vehicle Insurance 4.) You are not pending License suspension for any reason. *In addition, the nature of your charges and criminal history may negatively impact your ability to drive yourself to work.*

**Please provide a readable photocopy of the following;**

**Driver License , Valid Auto Insurance Card, & Valid Registration.**

## **Transportation by Third Party Driver**

Only legally married spouse, direct family members and co-workers are permitted to drive inmates. Friends / Fiancés /Girlfriends /Boyfriends are not suitable transportation.

Third Party Drivers should pick up an *"Inmate Transportation Agreement Form"* at the reception area of the facility. They must fill out the form, sign it, attach a photocopy of their valid license, registration, and insurance, and return it to the Work Release Coordinator as soon as possible. An example of the Transportation Form is attached to this application.

All individuals transporting inmates should be prepared to show I.D. to C.C.C.F. staff at any time. All vehicles transporting inmates are subject to search at the discretion of C.C.C.F. staff.

Centre County Correctional Facility / Work Release Program

**Inmate Transportation Agreement Form**

Name of Inmate; \_\_\_\_\_

Name of Person Transporting Inmate; \_\_\_\_\_

Driver's Relationship to Inmate; \_\_\_\_\_

Driver's Home Address; \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Age of Driver; \_\_\_\_\_ Soc. Sec. #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

By signing this document, I agree to provide transportation to the above stated inmate. I understand that I am to drive him/her only to their place of employment or the Centre County Correctional Facility (CCCF). Under no circumstances will I take this inmate to any other location unless authorized by the Work Release Coordinator of CCCF. In the event of an emergency I will make every effort to contact the staff off CCCF and inform them of the inmate's status and whereabouts.

Driver's Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Date; \_\_\_\_\_

**\*\*Please attach a photocopy of your valid license, registration, and valid insurance card to this document.\*\***

# CENTRE COUNTY WORK RELEASE PROGRAM

## **Rules, Regulations, Terms and Conditions.**

The Work Release Program was established by the Centre County Courts so that eligible inmates may maintain employment or secure new employment while incarcerated at the Centre County Correctional Facility. The program is a privilege and not everyone is appropriate for consideration.

The following are the rules and regulations of the Work Release Program. ***They should be reviewed carefully and understood completely.*** The end of this document contains a space for the inmate being considered to sign and date. By signing this document the inmate is stating that he/she has read the document or had the document read to them, therefore fully understands the document, and agrees to abide by all stated Terms & Conditions. Once an inmate has signed this document, they can not claim ignorance as an excuse for violating these terms.

Failure to comply with these Rules & Regulations will result in the following consequences; ***internal misconducts will be issued as well as immediate termination of work release privileges.*** In addition, violating certain conditions may subject the inmate to additional criminal charges. Furthermore, any violations of these terms will negatively impact earned time credit, consideration for parole, and any future consideration for work release eligibility.

- 1.) ***You must*** abide by all Rules & Regulations of Centre County Correctional Facility as outlined in the inmate handbook. Any infraction that results in a misconduct can result in the termination of work release privileges.
- 2.) ***You will not*** be exempt from additional work within the facility. You are expected to comply with any additional duties or jobs that staff may request or assign.
- 3.) ***You are not permitted*** to make arrangements to meet friends or family at your place of employment or at any time that you are outside of the facility. Any contacts that are not work related must be approved by the Work Release Coordinator.
- 4.) ***Nothing may be dropped off*** for, or delivered to, an inmate that is out on furlough without prior permission from the Work Release Coordinator or Shift Commander. Inmates may not receive mail at their place of employment or at any time they are outside the facility.
- 5.) ***You may not*** make or receive personal, non-work related phone calls while out on work release furlough. The possession and/or use of a cell phone, either for phone calls, photography, messaging, or “texting”, is strictly prohibited. The use of any computer for the purpose of communicating with friends and family is prohibited. Computer use is strictly limited to specific job descriptions and may not exceed work related purposes.

- 6.) ***You will comply*** with all municipal, county, state, and federal criminal laws as well as provisions of the vehicle code, the Controlled Substance Drug Device and Cosmetic Act, and all Liquor Codes.
- 7.) ***You will notify*** Work Release Coordinator immediately of any arrest, investigation or contact with a law enforcement agent or agency.
- 8.) ***You are not permitted*** to work in any capacity in which you are required to dispense or prepare alcoholic beverages. Exceptions may be made for food servers with prior approval from the Work Release Coordinator.
- 9.) ***You will not*** smell or inhale the fumes or vapors of any substance with the intended purpose of, or end result being, a state of intoxication, inebriation, excitation, or dulling of the senses.
- 10.) ***You will not*** consume, transport, or possess any alcoholic beverage, unauthorized medication, drug, tobacco, vitamins, or supplement while participating in the Work Release Program. Only medications that are available to purchase through commissary or that have been prescribed and dispensed by Centre County Correctional Facility Medical Department are authorized.
- 11.) ***You must consent*** to Drug / Alcohol & Nicotine testing in the form of a urinalysis, breath, or blood test upon demand by Centre County Correctional Facility staff. Failure to comply will result in immediate termination of work release privileges and disciplinary action. Any attempt to deceive or alter the test results will be treated as a positive test result as well as a failure to comply. ***You will be tested prior to being granted work release, and will not be allowed out of the facility until urinalysis comes up negative for all unapproved substances.***
- 12.) ***You agree*** to furnish or provide your own transportation to and from work subject to the approval of the Work Release Coordinator. Girlfriends / Boyfriends / Fiancés are not suitable for transportation and are prohibited. All transportation arrangements shall be approved by the Work Release Coordinator prior to their implementation.
- 13.) ***You must take*** the most direct route to and from your place of employment with no stops in between. Any deviation from this route must be submitted for approval, as a written request, to the Work Release Coordinator. Inmate must receive written approval from Coordinator and keep it in their possession as proof.
- 14.) ***You may not leave*** your place of employment for any reason unless approved by the Work Release Coordinator prior to leaving. This includes lunch and break time activities. If employment requires travel, you may not leave ***Centre County*** at any time with out specific approval from sentencing Judge or work release coordinator.

- 15.) **You will not operate** any motor vehicle while driving privileges are suspended, pending suspension, or if you have not been approved to drive yourself to & from work by the Work Release Coordinator.
- 16.) **You will submit** to a search of your person, clothing, and vehicle upon demand of Centre County Correctional Facility staff. Any vehicle that transports you is subject to search at any time. In addition, Centre County Correctional Facility maintains the right to search your person and property at your place of employment.
- 17.) **You may not** quit your job without the permission of the Work Release Coordinator. Termination from your place of employment for behavioral, disciplinary, or tardiness reasons, will be considered a violation of these terms and conditions and you may be subject to disciplinary action.
- 18.) **All changes** to your work schedule must be submitted by your employer and approved by the Work Release Coordinator. No requests for schedule changes may come from the inmate.
- 19.) **Only** the following items ***are permitted to enter and leave an inmate's housing unit***; prison issued uniform, undergarments, prison issued ID, eyeglasses, Work Release paper work, medications dispensed by Centre County Correctional Facility Medical Department. Any exceptions to this list must be approved by the Work Release Coordinator or Shift Commander.
- 20.) **Nothing** may re-enter the Centre County Correctional Facility that was not in the inmates possession at the time he/she left the building. This includes, but is not limited to; papers, keys, notes, pens, etc. Any exception to this must be pre-approved in writing by the Work Release Coordinator or the Shift Commander. All shoes that are worn outside the facility will remain in the Intake/ Release Area and may never be brought into the main facility.
- 21.) **You are not** to be in possession of any cash money / debit or credit card. There will be no cash monies of any kind, either paper or coin, allowed into the facility at any time. ***Exceptions for those in need of gasoline money; residual funds from gas purchase must remain in the glove box of the vehicle and are not to be used for any purpose other than the purchase of gasoline.***
- 22.) **You must** report to the Centre County Correctional Facility directly after work hours. Failure to report or return from your place of employment, or absence from your place of employment during scheduled work hours, shall be considered an escape and you will be viewed as an escapee. Please refer to the following definition:

**\*\*\* Pennsylvania Crime Code / Section 5121\*\*\***

***ESCAPE is defined as follows; "A person commits an offense if he/she unlawfully removes him/herself from official detention or fails to return to official detention following temporary leave granted for a specific purpose or limited time."***

***Work Release is a temporary release from C.C.C.F. for a specific purpose. Any behavior or activity that falls within this definition shall constitute an escape.***

- 23.) ***You must*** hand deliver your paycheck to the staff of Centre County Correctional Facility directly after receiving it from your employer on your scheduled pay day, and you must endorse your paycheck to Centre County Correctional Facility. You must notify the Work Release Coordinator of any deviations to your pay and/or pay schedule.
- 24.) ***You will pay*** a County maintenance fee of 15% of your gross pay, per pay period. The Centre County Probation Department will also calculate an additional payment to be deducted from each pay check which shall be applied toward any unpaid fines, costs, or restitution owed to Centre County Court. All remaining funds will be placed in the inmate's account.  
***\*\*\*Different financial obligations apply for inmates being housed from other Counties. Consult with the Work Release Coordinator to discuss criteria, eligibility, costs and availability of housing out of county inmates in work release.***
- 25.) ***You agree*** that the following parties will ***not*** be held responsible in the event of any injuries or damages you may suffer while outside the Centre County Correctional Facility and participating in the Work Release Program; all employees of Centre County Government {including staff of the Centre County Correctional Facility, the Warden, Deputy Wardens and Work Release Coordinator}, all Medical Department staff and employees of Primecare.
- 26.) ***It is understood*** that special conditions may hereafter be imposed at the discretion of any of the following agencies; Centre County Correctional Facility, Centre County Probation Department, the Centre County Courts, and Centre County Domestic Relations.
- 27.) ***In addition*** to the previously stated rules and regulations of the Work Release Program, you are subject to the following special conditions ;

Violations of any of these Rules and Regulations will be handled administratively through the Inmate Disciplinary Procedure as outlined in the Centre County Correctional Facility Inmate Handbook. Any violations will result in the immediate removal from the Work Release Program, pending a misconduct hearing.

I, \_\_\_\_\_ (print name), being in the custody of the Warden of the Centre County Correctional Facility, or with knowledge that I am to be remanded into the custody of the Warden of the Centre County Correctional Facility by order of Judge or Magistrate, agree to abide by the above listed Rules, Regulations, Terms and Conditions of the Centre County Work Release Program. I have read, or have had read to me, these Terms and Conditions and fully understand what is required of me as a participant in the Centre County Correctional Facility's Work Release Program.

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

Date \_\_\_\_\_

\_\_\_\_\_  
Work Release Coordinator

Date \_\_\_\_\_