

Adams County House FAQ's

Please note the housearrest@adamscountypa.gov email account is only monitored during business hours which are Monday through Friday 0800-1630hrs. Any requests submitted outside of business hours or on an observed County holiday will be addressed the next available business day.

While on house arrest, you must obtain approval to leave your residence. These leaves are referred to as 'windows.'

What should I do if I need to leave my residence or if I need to change my schedule?

All window requests for the following week must be submitted by noon on Friday. Any other request must be made 72 hours in advance. Window request must be emailed to housearrest@adamscountypa.gov unless other arrangements have been made. No same day windows will be granted. The only exceptions are changes in your work schedule or medical emergencies. Probation is closed on the following Holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Thanksgiving Friday, Christmas Day (observed), Christmas Holiday. Remember, if you don't have an open window, it will be considered an unauthorized leave.

What if I have an emergency or my work schedule changes unexpectedly after the schedule submission deadline?

During regular business hours, send an email to the house arrest email and request a window. These windows will be handled on a case-by-case basis and should only be requested when absolutely necessary. Any windows requested in this manner that are not a medical necessity or necessary for your employment will be denied. If you or a member of your household has a medical emergency, you are permitted to leave your residence without an approved window. You must send an email to the house arrest email address to inform of the situation when you are able. If you need to contact Probation after normal business hours, and it is an emergency, call County Control at 717-334-8101.

Can I submit my schedule or leave a message and assume my request was approved?

No, you will receive a reply from housearrest@adamscountypa.gov approving or denying your request.

What information do I need to provide on my schedule when requesting a window?

You need to provide your name, the date, time requesting to leave, time expecting to return, location, and reason for the window in the email request.

When I am asked for documentation, what do I need to provide?

You must be able to provide documentation for any window upon request. Documentation is anything that verifies your location and should include the address, date, time, and signature from staff from that location. Documentation should be sent to the house arrest email address. If

unable to send to the email address, and if given permission, the picture can be sent via text to your probation officer. Failure to provide documentation will result in a window being considered unauthorized and a violation of house arrest.

What if I requested a window but now, I no longer need the window or I need to change a window?

Remaining in your residence and not leaving for a previously scheduled window is not considered a violation. Once submitted, schedules may not be changed. The only exceptions are changes in your work schedule or medical emergencies. It is your responsibility to email house arrest if there are any changes to pre-approved windows. We will not accept same-day window changes to already existing windows. You will either need to cancel that window or pick another day. You will be given ample time for any requested window and therefore you may not leave early or return late for any approved windows. It is your responsibility to close any window you are not using by emailing house arrest. You may not substitute a previously approved window/location for a different location.

Will I have time during the week to take care of errands and personal business?

Yes, you will be authorized to have one window up to 3 hours every week for personal business. Your request for personal business must include location(s) and cannot begin after 6:00pm and you must return to your residence by 9:00pm. Personal business windows are a privilege and not a right. Failure to maintain compliance with rules and guidelines may result in the loss of future personal business windows.

Are there restrictions regarding my employment while on house arrest?

Under the table employment will not be approved. All income must be taxable income and verified with pay stubs or other documentation that can verify you are paying taxes on your income. If you are self-employed, you will need to provide documentation to verify the business is legitimate. You can work up to two jobs as long one of the two jobs are part-time and the total number of work hours do not exceed 60 hours per week.

Can I go outside of my residence without a window?

You may go outside of your residence for activities such as checking the mail and taking out the garbage if it does not exceed 10 minutes. This permission is not intended to be repeated throughout the day.