

ADAMS COUNTY ADULT CORRECTIONAL COMPLEX

Work Release Program



Pre-Commitment Packet

****IMPORTANT****

Failure to follow instructions and complete the enclosed application will delay your placement in the Adams County Work Release Program. Please submit your completed application at least two (2) weeks prior to your report date.

Work Release Pre-Commitment Instructions

1. **Complete the application.** You must complete all sections of the Pre-Commitment Application to be considered for acceptance in the Work Release Program. Failure to provide any of the necessary information could result in a delay to your acceptance into the program.
2. **Submit the Application.** You may email your application to workrelease@adamscountypa.gov. Mail or drop off the completed application to the following address:

Adams County Adult Correctional Complex

Attention: Work Release Program

45 Major Bell Lane

Gettysburg, PA 17325

3. **Report for Commitment.** Report to the Intake Area of the Adams County Adult Correctional Complex (ACACC) on the date and time directed by the Court in your sentencing order. Failure to report as directed or failure to report free from the influence of drugs and/or alcohol will result in your commitment a more secure housing unit of the facility and delay your Work Release Program acceptance. A non-prescribed drug-free urine sample must be provided before you will be eligible for Work Release. This includes marijuana, regardless of if you have a medical marijuana certification card.
4. **Classification Process.** This process will take anywhere from 72 hours to ten (10) calendar days. Please see the inmate handbook that was provided to you upon commitment for more information.
5. **Authorized Property.** You may only bring authorized property with you when you report in (refer to the Authorize Property List attached). The clothing you are wearing at the time of your commitment will count toward the total allowable amount of property. All property should be free from contraband and packed in a disposable bag.
 - a. **DO NOT** bring any work items such as tools, cell phones, lunch boxes, ID badges, “cover-all” type of clothing or credit/debit cards. These items are not permitted inside the ACACC and should be stored in work vehicles or at your work site, if permitted and necessary to perform your job.
 - b. **DO NOT** bring any hygiene products with you as you will be issued a hygiene kit upon your arrival and your inmate account will be appropriately billed. Additional hygiene items can be purchased from the inmate commissary after your commitment.
 - c. **DO NOT** bring any prescription or over the counter medications without you, unless pre-approved by the medical department and ACACC Administration. Verification of prescribed medications will be obtained and, if ordered by the ACACC Physician, will be dispensed through the ACACC Medical Department. Co-pay charges will apply for certain medical appointments, but there are no co-pay charges for medication.

Items authorized to bring with you upon commit

Clothing Items

- 4 pairs of underwear
- 4 pairs of socks
- 4 bras (no underwire)
- 1 thermal top (white)
- 1 thermal bottom (white)
- 4 sets (top and bottom) of work clothing
- 1 coat (September to May only – unless approved for job-related duties)
- 1 hat
- 1 belt
- 1 pair of shoes
 - No reinforced toes
 - No metal shanks
 - No speed laces
 - No hidden compartments
 - No croc style footwear
 - No heels higher than 1"
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Personal Items

- 1 wallet (will be secured in valuable property storage when not at work)
- 1 pair of eyeglasses with soft case
- 1 set of contacts with case
- 1 set of dentures and case
- 1 wedding band (no stones)
- 1 religious medallion (1" or smaller with chain, with approval)
- Legal correspondence not to exceed 6"

Guidelines and Expectations for the Adams County Adult Correctional Complex (ACACC) Work Release Program

Purpose

The Work Release Program will allow the participant to maintain employment, secure new employment, and assist in the continued support of his/her family while serving the confinement portion of their sentence. It also provides a means to pay restitution, court costs and fines, child support payments, and other debts. The Work Release Program is a privilege and not everyone is appropriate or eligible.

Program Management

The ACACC Work Release Program is administered by ACACC staff. The primary staff involved include two (2) Community Supervision Specialists and the Captain of Community Corrections and Re-Entry Services. The ACACC Business Department is responsible for all financial aspects of the program. Once a participant is approved and accepted into the Work Release Program, they will be assigned to one of the Community Supervision Specialists' caseloads and they will be responsible for overseeing the employment and treatment component of the program.

Application Process for Sentenced Defendants with an ACACC Report Date

Applicants who are not currently incarcerated in the ACACC but will be reporting to the ACACC and have at least 30-days or more to serve, can submit a Work Release application in advance of their report in date. While this does not eliminate the classification process, it does allow the ACACC Work Release staff the ability to review and pre-approve your employment. You will be subject to a drug-screening upon reporting in and must provide a drug-free sample before you will be eligible for the Work Release Program. Even if you have a Medical Marijuana card, you will not receive Medical Marijuana while incarcerated at the ACACC and must test negative for marijuana before you will be authorized for the Work Release Program.

After you have completed the Classification process, and meet all eligibility requirements, you will be notified in writing that you have been accepted into the Work Release Program.

Application Process for Sentenced and Incarcerated Inmates

After you meet minimum security classification standards as determined by the ACACC classification policy, you may submit a Work Release application. You will be expected to have existing employment or an offer of employment. You will be drug-screened and expected to provide a drug-free sample before you will be approved for the Work Release Program. You will be notified in writing that you have been accepted into the Work Release Program. After you have been approved, you will be assigned a Community Supervision Specialist who will conduct an orientation with you.

Employment

You are expected to maintain employment while in the Work Release Program. All forms of employment must meet the following minimum standards for participants:

- Provide adequate supervision and safety
- Provide worker's compensation insurance
- Provide compensation through the employer's payroll with standard deductions. Any "under the table" type of job is not acceptable.

- Job sites will not exceed a 75-mile radius from the ACACC and may not be outside the Commonwealth of PA.

Employment Expectation

- If you have been granted permission to work, you must go directly to and from your place of employment and engage in work-related activities only.
- If you are the cause of the loss of your employment, it may result in a misconduct which could also result in removal from the Work Release Program.
 - If you are given permission, and after you have completed an employment review with your Community Supervision Specialist, you must give 2-weeks' notice unless your current employer waives this requirement.
- You are only permitted to have one job at a time.
- Participants are expected to report any changes in their current job status to their Community Supervision Specialist immediately.
- If you are injured at work, you must call the facility and talk to a Shift Commander. Your employer must also contact the Captain via email. It is your responsibility to provide updates as directed.
 - All prescriptions must be filled and dispensed by the ACACC Medical Department.
- You are not permitted to visit with family or friends at the worksite or when released for work purposes.
- Cell phones are only authorized for use for work-related purposes or for contacting the ACACC or emergency services in the event of an emergency.

Work Scheduling

You are permitted to work a maximum of six (6) consecutive days and 12 hours per day (including your travel time). Work can be performed on any shift as required by your employer; however, work hours in a single day must be consecutive. Work Release Program staff approve work schedules that are provided directly by the employer. Schedules that vary from week to week or require daily modification must be submitted by employers directly to ACACC Work Release Program staff for consideration.

- Weekly scheduling is completed on Friday each week in preparation for the following week.
- Schedules received after noon on Friday are subject to consideration during the next available ACACC Work Release Program staff hours, generally on Monday.
- If you are in the community working and your work schedule changes, your employer or direct supervisor must contact ACACC Work Release Program staff to request that your return time be modified.
- Consideration for work on major holidays including New Year's Day, Easter, Memorial Day, July 4th, Labor Day, Thanksgiving, and Christmas is only given when the majority of your employer's workforce is also expected to work that day.
 - Only those participants whose employer has made direct contact with the Work Release Program staff to request your attendance on a major holiday will be scheduled. This request must be made five (5) business days prior to the holiday.
- You may not attend any party or social function conducted by your employer or related to your employment.
- You are responsible for notifying your employer or the ACACC Work Release Program staff if you are not able to report to work as scheduled.
- You are responsible to know your schedule and should be prepared.

Job Site Locations

If you work in various locations from day to day:

- Your employer must submit the proposed job site when they are submitting your schedule for the week and must keep ACACC Work Release Program staff apprised of any changes.
- Your employer must be willing to provide job site locations to the ACACC Work Release Program staff upon request.

Transportation

You may access transportation by approved, non-incarcerated drivers or by transporting yourself. Any individual who will provide transportation for you must have a valid driver's license.

- Approved drivers may include co-workers/employers, close relatives (i.e., mother, father, sibling), or significant other.
 - Neighbors or acquaintances are not acceptable.
- Driver should make all necessary stops prior to picking up the participants for an approved release. If a stop must occur, the participant must remain in the car.

You are expected to travel directly to and from the approved work site using the most direct route.

If you wish to drive yourself, you must submit a copy of your valid driver's license, proof of vehicle registration and insurance. The vehicle must also have a valid inspection/emission sticker (if applicable). If the vehicle is not registered in your name, you must submit a notarized letter from the owner permitting you to drive the vehicle.

- When your vehicle is brought to the ACACC, it will be searched and will need to clear of contraband before it will be approved.
- Your vehicle is subject to ACACC vehicle search policies while it is on the facility's grounds.
- If your driving privileges are suspended in Pennsylvania you are prohibited from driving while in the Work Release Program, regardless of if a valid license exists from another state.
- All vehicles must be maintained in a safe and legal fashion.
- Gas and vehicle maintenance products can be purchased at a location within your most direct route of travel.
- All property contained in your vehicle is your property. The nature of the property contained in the vehicle should be safe, legal, and limited to that which is necessary for the performance of your work duties or the safe operation of the vehicle.
- You must notify the ACACC Work Release Program staff of any pending renewals of registration, license, inspections, and/or vehicle insurance. You will need to plan with an outside party for any required renewals or inspections.
- You will be assigned a parking spot and you will be expected to only park your vehicle in your assigned spot.

Work Release Program Financial Management (Direct Deposit)

All financial matters are handled by the Accounting Department of ACACC.

- As a condition of participation in the work release program, all wages, tips, and paychecks you receive must be turned over to the ACACC.

- All participants who receive tips as a part of their employment (waitress, banquet staff, etc.) must turn in these cash tips to Intake after every shift worked. The tips turned in must match the amount noted on the pay stub for the week worked.
- Employers are notified to send all paychecks by mail or by personal delivery from a supervisor.
 - Paychecks must be accompanied by a pay stub showing gross pay, net pay, all deductions, and hours worked for that pay period.
- If you have direct deposit, you will be required to submit a money order for the net pay along with a pay stub for the week worked.
 - The money order and pay stub are to be given to Intake staff to be stored in the safe.
 - You will need to submit a request to your Community Supervision Specialist or request a re-occurring approval to be able to stop at the bank.
- Payroll checks are processed by the ACACC Accounting staff weekly.
- Participants are permitted to have up to \$45.00 cash for personal use.
 - Participants who are authorized to drive themselves may have an additional \$25.00 for a total of \$70.00.
 - Cash will be stored in your wallet in the Intake valuable property storage. You are not permitted to have cash on the housing unit.

Standard Deductions

There are standard deductions and charges that every work release participant is subject to.

- Escrow is 25% of the gross pay for the first 4 weekly paychecks or the first two (2) bi-weekly paychecks. This is held in an escrow account to cover any costs associated with your participation upon your completion of the program.
- Standard room and board fee is 24% of your gross pay.
- \$25.00 per week paid to the Clerk of Courts for any costs or fines.
 - If no funds are available for the Clerk of Courts after all fees are charged, they will be charged to your account and paid out when funds are available.
- \$12.00 per week for urinalysis testing
- If you have financial obligations ordered by the court, you are expected to make those payments through wage garnishment or by established payment plans.
- Any MDJ fines/costs may be charged to your account with proper documentation from the MDJ offices.
- The balance on an account may be disbursed after all standard and necessary deductions are made.
- Paychecks for the final week worked are expected to be submitted by your employer unless advance arrangements to settle the inmate account are made with the ACACC Accounting staff.
- Account balances that remain when you are released from incarceration are subject to collection proceedings.
- Hold-ins may occur when proper pay has not been turned into the ACACC Accounting Department on a weekly/bi-weekly basis. The Captain will be advised of this and will take necessary actions to remedy the failure to turn in proper pay and documentation.
- A weekly check log will be sent to all participants to sign for all receipts.
- All questions and concerns must be in request slip form and directed to the ACACC Accounting Department. No participant should call the Accounting Department with any questions/concerns unless permanently released from the facility.

- Upon final release, you should come to the Lobby during business hours to have your account cleared. If you do not want to wait, you can arrange for the ACACC Accounting Department to mail you any monies that remain on your account after all charges are completed.
 - If all deposits have not cleared the ACACC bank account, participants will not receive the outstanding deposit until it clears. Arrangements can be made to pick those funds up at the Lobby during business hours once the funds have been cleared, or for a check to be mailed to your residence.

Work Release Participant – Check Requests

Participants can request a check from the funds on their account and sent to an individual or business outside the facility.

- Mondays and Wednesdays of each week an accordion file will be placed on the housing unit with the check request forms. Check request forms are available on the housing unit.
- Check requests must be filled out in their entirety.
- The check request must also have a stamped and addressed envelope with it to be processed.
- Check request slips and the stamped, addressed envelope must be placed back into the accordion file the same day.
- Check requests will be processed on Thursdays if all required information was received, and your financial information was processed on the Monday prior.
- If financial information was received after the normal Monday processing, the check requests will be processed once the payroll check has cleared the ACACC bank account and is has been confirmed that the funds are available.

Participants can also request funds from their account for personal use. Personal use check requests will be processed in the same manner as stated above. A weekly check log will be sent with all personal use checks to the housing unit to sign as verification of receipts.

ALL CHECK REQUESTS ARE SUBJECT TO APPROVAL OR DISAPPROVAL BY THE WARDEN.

Orientation and Work Release ID

- After you have been approved for the work release program, your assigned Community Supervision Specialist will meet with you to conduct your orientation. The orientation will be a complete review of Work Release procedures. You will be expected to sign the Program Agreement at the conclusion of your orientation meeting. This must be completed prior to being released for work.
- When all pre-requisites have been completed, you will be issued a Work Release ID.
- You must maintain possession of the Work Release ID and it is required for release for work purposes.
- You will be charged a replacement fee for a lost or damaged ID in accordance with the Inmate Financial Responsibility Program policy.

Meals

- A bag lunch will be provided if you are scheduled to be out for work and will miss a scheduled mealtime.
- Participants are not permitted to leave their place of employment or stop for meals while traveling to/from ACACC.

- Participants who choose to eat food items not provided by ACACC are responsible for any food item they consume.

Communications

- If you have questions while participating in the program, you are encouraged to seek direction from this packet or through written communication with the ACACC Work Release staff via an inmate request slip.
- The use of telephones of any sort while outside the ACACC is prohibited except for the use in the performance of one's work duties, in contacting Work Release Program staff or ACACC staff, to arrange for transportation, emergencies, or matters legitimately related to your employment.
- Communications with family or friends are strictly limited to use of the inmate telephones while inside the ACACC, the inmate tablet system, the US Postal Services, or through ACACC visitation.
- Using smart phones, tablets, laptops, or other electronic devices to contact others is prohibited. This includes text messaging and emails. The use of or access to any form of social media is prohibited.

Hold-Ins

- A Hold-In is an ACACC process which temporarily suspends your release from the facility for work purposes if you need to be seen in the facility for some purpose. Possible reasons for a hold-in to be issued include, but are not limited to, medical screenings, legal appointments, probation appointments, evaluations, misconduct investigation, or your final release from ACACC custody.
- You are not permitted to leave the facility when a hold-in order is in place. Release from a hold-in can only be authorized by the issuing authority.
- The ACACC Work Release staff will attempt to inform your employer if a hold-in prevents you from leaving for work.
- When a hold-in delays your release for work, if you have at least half of your shift remaining, you will be permitted to leave for work if travel arrangements can be made.
- The ACACC Work Release staff is not responsible for notifying your approved driver of your hold-in. The ACACC Work Release staff will not provide information to your approved driver about the why you are not being released, nor will we give them information as to when we expect you to return to work.

Work Site Contacts and Inspections

- The ACACC Work Release staff will have an initial meeting with your employer to ensure that they understand the expectations of having a Work Release employee.
- The ACACC Work Release staff will conduct random work site inspections with either the Work Release participant, the supervisor, or both.
- If you are injured at work, but do not require medical attention, you should ask your supervisor to contact the facility and speak with the Shift Commander to report the injury or illness.
- If you are injured at work and the employer has medical staff to treat an injury or illness, you should ask your supervisor to contact the facility and report the injury/illness and treatment provided to the Shift Commander.
- If you become ill while at work and are unable to complete your shift, you should ask your supervisor to contact either the Work Release staff or the on-duty Shift Commander to advise them that you are returning early. You expected to return directly to the facility with no other stops on the way.

- If you are injured or become ill at work and the injury or illness requires medical attention such as Urgent Care of the Emergency Room, medical attention should be sought as soon as possible. When able, a member of your work's supervisory or management team should contact the facility and speak to a Shift Commander. The ACACC Work Release staff should also be contacted by email or telephone. The Shift Commander will direct the next steps.
 - If the illness or injury results in a prescription, the script should be brought back to the facility. The medical department at the ACACC is responsible for filling and administering all medications. All discharge paperwork and instructions should also be brought back to the facility and provided to the medical department. The medical department will not fill prescriptions for medications they are not authorized to administer, such as opioids.
 - If you are admitted to the hospital, you are responsible to communicate with the on-duty Shift Commander and/or the ACACC Work Release staff about your location, condition, discharge plans, and progress. Failure to do so will result in a misconduct and your temporary removal from the Work Release program.

Work Call Off

- If you are unable to leave for work due to an illness, lack of transportation, or other reason, you will report it to your housing unit officer. The housing unit officer will notify the Shift Commander, who will either notify the ACACC Work Release staff or your employer.

Schedule Changes

- You are ultimately responsible for your schedule and knowing your schedule, in advance, for the entire work week. Your Community Supervision Specialist will initially go over your work schedule with you to ensure you understand the allowed travel time and time needed to process out of the facility for your departure.
- If your employer requests a change in your schedule, the ACACC Work Release staff will notify you of the change in writing with as much notice as possible.

On-Call Process

- The ACACC Work Release staff is responsible for approving your work schedule and can do so during regular business hours. If your employer needs to modify, add, or delete a work schedule after regular business hours, they will need to contact the on-duty Shift Commander to ensure these matters can be addressed.

Daily Departure and Return Process

If not approved to drive yourself, you will need to have an approved driver pick you up.

If your driver does not arrive within thirty minutes of your scheduled release time, you will NOT be released. Delays that are not the fault of the approved driver, like those caused by operational issues such as facility emergencies, will not prevent the inmate from being released for work.

Thirty minutes prior to your release time, you will come to the Housing Unit Officer, state your name, and inform that you are ready for work release.

- When Intake is ready, you will be moved to Intake, body scanned and allowed to change into your work clothing.
- When returning from work, you will proceed to the Intake pedestrian gate to check back in. Upon return you will be body scanned, strip searched and allowed to change back into your

prison approved clothing. If you are due for your weekly random urinalysis test, it will be conducted prior to your return to the housing unit.

Pick-Up / Drop-off

- All approved drivers will check in with front Lobby with their Driver's License. If the driver is not approved through the CSS then you will not be permitted to leave the facility with them.
- You may not loiter in your driver's vehicle on ACACC property at any time for any reason.
- Upon drop off, proceed directly to the Intake pedestrian gate, and press the intercom button for access. Your driver will not need to check in upon returning you.

Drug Testing

- Work Release participants will be drug screened regularly and randomly as well as be subject to a breathalyzer.
- Upon returning from work, always be prepared to provide a urine sample.
- Refusals to provide a urine sample or submit to a breathalyzer will result in removal from the Work Release Program.
- A positive result on a drug screen will result in a hold-in. If a formal acknowledgement is not given, the sample will be sent for lab confirmation. The hold-in will remain until the lab confirmation is received.
 - If the lab result is positive, the participant will be removed from the program and a misconduct issued.
 - If the lab result is negative, the hold-in will be lifted and the participant can resume participation in the program/employment.
- A positive result on a breathalyzer will result in removal from the program.

Removals

- If authorized to be in the Work Release Program, a participant can be removed from the program if found guilty of a misconduct in accordance with the ACACC Work Release Program policy.
 - The removal can be temporary or permanent and will be based on the objective criteria in the ACACC Work Release Program policy.
- Removals can also occur in situations where a participant no longer meets eligibility criteria such as a detainer being lodged or when terminated from employment.

Preparing for Final Release from ACACC

- You can expect to be held-in on the date of your release from the ACACC.
- You will meet with the ACACC Accounting Staff to clear your account. They are available Monday through Friday from 7:00am until 3:00pm.
 - If you are released outside of the ACACC Accounting staff's business hours, you may return the next business day or arrange to have your final check mailed to your residence.