

Centre County Correctional Facility

Work Release, Community Reentry, and Education Program

Eligibility Guidelines and Criteria

The Work Release Program allows for an inmate to look for employment or maintain employment. If approved, the inmate will leave the facility on a regular basis to work at a job that pays an hourly rate and follows all federal and state employment guidelines.

A Work Search Furlough is a Court Order that allows for an inmate to leave the facility on a specific day and time to look for gainful employment and return to the Facility at a scheduled time.

A Work Release Application is the application that will be used when an individual has a current employer willing to work with the program.

Pre-Commitment Application will allow for an individual to submit a work release application prior to incarceration for work release.

General Information

At no time will Facility Staff benefit from the use of inmate labor/work programs.

At no time will an inmate be required by Facility Staff to participate in the Work Release, Community Reentry, and Education Program.

The Work Release, Community Reentry, and Education Program will be offered to the inmate population regardless of inmate's race, religion, national origin, gender or disability.

The Work Release, Community Reentry, and Education Program is utilized as a transitional growth to assist the inmate while returning successfully back into the community

The Work Release Program is a privilege, not a right of the inmate. Each request and/or application will be evaluated and the decision for acceptance into a program will be made on an individual basis.

The inmate shall also be responsible for any fines, costs and restitution which may be owed.

The Reentry Specialist will conduct employer routine checks on Work Release, Community Reentry and Educational Program Inmates

Inmates placed on Work Release, Community Reentry, and Education Program will be subjected to random drug and alcohol testing.

Work Release, Community Reentry and Education Program inmates will be subjected to random site checks at the place of employment and/or job site by the Reentry Specialist, Shift Commander, or a designee.

The inmate must be present, if not or cannot be located, then the Pennsylvania State Police (PSP) will be contacted and an 'Escape Packet' will be prepared for PSP. Disciplinary action will occur once returned to the facility.

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Offenders wishing to report to the Facility and start working immediately must contact the Reentry Specialist no later than one (1) week prior to the Incarceration/Reporting date with the completed application and all required information.

Any eligible offender for Work Release, Community Reentry, and Education Program, who reports to the facility on their Incarceration/ Reporting Date, and is found to be 'Under the Influence' will automatically be denied or delayed entry to the program.

The following Community Reentry Programs will be offered to eligible inmates

- Centre County Correctional Facility Educational Industry
 - ❖ Construction of Wood Projects
- Centre County Correctional Facility Outside Trustees
 - ❖ Consists of Lawn Work, Snow Removal, etc....
- Centre County Maintenance Trustees (work at another county building)
 - ❖ Consists of Cleaning, Moving Furniture, Lawn Work, Snow Removal etc....
- The Union Cemetery Trustees
 - ❖ Consist of Lawn Work
- Centre Peace
 - ❖ Consists of Multiple Tasks, Programing, etc....

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Program Procedure

Any sentenced inmate may apply to participate in the Work Release, Community Reentry, and Education Program, however not all inmates will be made eligible by the Court or be supported by the Warden.

The set guidelines have been established to ensure the integrity of the Centre County Correctional Facility Work Release, Community Reentry, and Education Program, with substantial consideration given to the safety of the community, as well as the correction personnel who oversee its operation.

The Centre County Court System Judges shall make a person eligible to apply for the Work Release privilege, and Centre County Correctional Facility Warden shall determine if the person qualifies for this program, using the established guidelines listed below.

The Warden has the final determination of who may leave the facility in order to participate.

Program Eligibility

- Be made eligible by the Court
- Be sentenced on all charges
 - No active detainers – this excludes inmates with current summary offenses or summary detainers for costs and fines
 - No warrants or open charges – open charges with posted bail can be considered and approved by the Warden or designee
- Have a satisfactory prison adjustment – misconduct free for at least 30 Days
- Medically and psychiatrically approved for the program

The inmate must understand and sign the Work Release, Community Reentry, and Education Program agreement prior to starting in a Work Release, Community Reentry, and Education Program.

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Inmates may be prohibited from participation if they have any of the following

- Sex Offenses will be reviewed on a case-by-case basis
- An escape related behaviors or conviction within the last ten (10) years
- Current felony assault related conviction; misdemeanor assault related convictions will be reviewed on a case by case basis
- Current offenses involving domestic violence will be reviewed on a case-by-case basis.
- Other crimes or criteria as deemed inappropriate by the Warden that shows the inmate poses a risk to community safety or poses a risk to the orderly management of the facility

Inmates on Work Release Program MUST

- Have legitimate employment with a reputable employer
- Be paid in a manner of a payroll nature in a weekly or bi-weekly paycheck that follows all Federal and State Employment Guidelines
- Maintain employment and turn your check in ON TIME
- Be covered under workman's compensation and have proof of medical insurance
- If an inmate is self-employed
 - Tax EIN number must be provided
 - Have at least a one - million dollar umbrella health insurance policy with a deductible of at least two hundred and fifty dollars (\$250.00) or less
 - Provide three years of previous income tax forms and financial records as documentation for consideration to continue with self-employment
- Secure a dependable ride to and from work plus a standby in case of emergency and/or means to safely arrive to the place of employment
- Only schedule 40 hrs. a week – all hours over 40 need approval by the Reentry Specialist
- Use the most direct route to and from employment
- Remain within 60 miles driving distance of Centre County Correctional Facility

Work Release Inmates are NOT permitted to

- Conduct any personal business
- Make or receive phone calls or use any type of cellphone
- Access Social Media
- Receive visits from anyone
- Have a balance due to the Work Release Program for failure to pay room and board set by the Facility Administration
- Work more than twelve (12) hours per shift
 - If any is considered overtime then it will need approval by the Reentry Specialist
- To work seven (7) days in a row
- To be the first employees of a business or the first payroll employee of the business
- Be a 1099 employee