

### WORK RELEASE CONDITIONS

- If you are released for work early, you are to report back to the facility immediately.
- You are not leave your job location, have any visits at work, and are not to make or receive any personal phone calls at work.
- You shall not consume any alcoholic beverages or use any illegal drugs while participating in the work release program. You will be subject to random drug and alcohol testing. The facility staff may make periodic on-site checks or phone calls to ensure compliance of work release conditions. Violations may result in suspension or termination of work release privileges.
- You are not permitted to bring any items back to the facility with you, unless they are pre-approved by your CASE MANAGER.
- Any overtime that may deviate from your normal work hours, must be approved in advance by your CASE MANAGER. If you are required to work the weekends you will need to show proof; and you need to let your CASE MANAGER know by Noon on the Friday before your scheduled weekend overtime. If you're working over through the week, you and a work supervisor are expected to call the security station @ 419-774-3540 or 419-774-3543.
- If you are not able to make a copy of your schedule or posting to prove your hours and or overtime, you may take a picture of it and text it to me @567-274-4945(For clients only). You may only text me work related issues!! If you have any other concerns while you're out at work you can call my office phone @ 419-774-3525 and leave a message or email me at [shores.a@richlandcourtsch.us](mailto:shores.a@richlandcourtsch.us) Thanks!!
- If you are eligible and the court granted you work release, you will need to provide proof of employment. That would consist of a letter on a letterhead from your employer stating that you are employed, the days of the week and the hours that you work. You will need to provide a copy of your Driver's License and a copy of your insurance. If you do not have a valid license you will need to provide a copy of your driving privileges, state ID, and your insurance info! All of the above listed documents will need to be turned in prior to intake! You will not be permitted to work more than a 12 hour shift!