

# WORK RELEASE GUIDELINES

RE: WORK HOURS AND PAYMENTS

AS OF 07/22/08

1. ALL WORK HOURS ARE TO BE VERIFIED BY COPY OF YOUR CHECK STUB. THIS IS A REGULAR CHECK STUB, NOT HAND WRITTEN.
2. YOU CAN LEAVE 30 MINUTES TO (1) HOUR DEPENDING ON LOCATION OF WORK, THIS MUST BE VERIFIED ALSO.
3. YOUR FEES FOR WORK RELEASE WILL BE \$70.00 PER WEEK. YOU CAN ONLY WORK (6) DAYS A WEEK, NO SUNDAYS, UNLESS APPROVED.
4. YOUR FEES ARE DUE NO LATER THAN SATURDAY OF EACH WEEK. THIS MUST BE PAID IN A MONEY ORDER, MADE OUT TO "Coffee County Sheriff's Office" WITH YOUR NAME ALSO AND WORK RELEASE FEES WRITTEN ON IT.
5. IF YOU ARE BEHIND IN YOUR PAYMENTS YOU MUST PAY EXTRA TO CATCH UP THE ARREARS. YOU MUST BE PAID UP IN ORDER TO BE RELEASED. IF YOU DO NOT GET CAUGHT UP ON THE ARREARS "YOU WILL BE LOCKED DOWN".
6. IF YOU ARE CAUGHT DRINKING OR UNDER THE INFLUENCE OF ANY TYPE OF AN INTOXICANT, "YOU WILL BE LOCKED DOWN".
7. IF CAUGHT WITH ANY DRUGS OR FAIL A DRUG TEST YOU WILL BE LOCKED DOWN.
8. WHEN YOUR JOB SITE IS CALLED AND YOU ARE NOT THERE, YOU WILL BE LOCKED DOWN.
9. YOU CAN BRING IN (1) CHANGE OF CLOTHING WITH YOU AND TAKE YOUR DIRTY CLOTHES WITH YOU TO HAVE CLEANED. WHITE UNDER-CLOTHING ONLY. IF YOU ARE CAUGHT GIVING YOU WORK CLOTHES TO AN INMATE "YOU WILL BE LOCKED DOWN".
10. YOUR RIDE WILL NOT PICK YOU UP BEFORE 5:30 A.M. AND YOU WILL RETURN BY 8:00 P.M. UNLESS YOU ARE A FACTORY WORKER, ETC. SELF EMPLOYED, CONSTRUCTION, NURSERY, ETC., MUST FOLLOW THESE TIMES SET.

**\*\*\*THESE RULES WILL BE FOLLOWED. IF YOU CANNOT FOLLOW THEM, THEN YOU CANNOT BE ON WORK RELEASE. ANY QUESTIONS TALK TO**

**CAPT. FREEMAN OR LT. WELCH.**