

## WORK RELEASE INFORMATION SHEET

You must fill this form out completely and **LEGIBLY** or your work release will not be considered valid. It is your responsibility to keep this information current. If at any time it has changed and we have not been notified your work release could be suspended or revoked. You could also lose good time.

### PERSONAL

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Operator's License #: \_\_\_\_\_ State: \_\_\_\_\_ SS#: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Length at Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Other: \_\_\_\_\_

Alternative Address: \_\_\_\_\_ (parents, significant other, ect)

City: \_\_\_\_\_ State: \_\_\_\_\_ Phone: \_\_\_\_\_

### EMPLOYMENT

Employer: \_\_\_\_\_ Work Site: \_\_\_\_\_

Length of Employment: \_\_\_\_\_

Work Hours: \_\_\_\_\_ Work Days: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Travel Time to Work: \_\_\_\_\_ Travel Time back to Jail: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Address: \_\_\_\_\_

Supervisor's Contact Phone: \_\_\_\_\_ Cell \_\_\_\_\_ Other \_\_\_\_\_

### VEHICLE

Make/Model/Year: \_\_\_\_\_ Color: \_\_\_\_\_

Plate Number: \_\_\_\_\_ **(PROOF OF INSURANCE/REGISTRATION/VALID LICENSE REQUIRED)**

### SENTENCING INFORMATION

Court: \_\_\_\_\_ Judge: \_\_\_\_\_

In Date: \_\_\_\_\_ Length of Sentence \_\_\_\_\_

Charges: \_\_\_\_\_

## WORK RELEASE

You will be required to pass a urinalysis test for drugs and preliminary breath test prior to approval for Work Release or House Arrest. Applicants that fail test may request to be re-tested after 14 days of failed test, and only when time permits.

Comes now the defendant and petitions the Court for permission to leave the Hall County Department of Corrections during the sentence imposed upon the Defendant.

Processing applications may take 3-7 working days from incarceration. Judges must put Work Release and/or House Arrest authorized in Sentencing Order. Applications will need to be obtained from the Hall County Department of Corrections website. Both the employer and the inmate must fill out required paperwork. Paperwork can be emailed or faxed back to Hall County Corrections.

**By signing, you are stating that you have read and understand the Work Release/ House Arrest rules and agree to abide by them. You are also authorizing Hall County Corrections to collect money for Program and Testing fees. Failure to comply with these rules may result in removal from the Work Release/ House Arrest Program.**

(\_\_\_\_\_) I authorized the Clerk of the District Court to withhold \$\_\_\_\_\_.\_\_\_\_\_ per paycheck to be applied to fines, costs, and/or restitution.

(\_\_\_\_\_) I understand any medical bills or injury/ accident expenses will be my responsibility.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature of Defendant: \_\_\_\_\_

Printed Name of Defendant: \_\_\_\_\_

### Corrections Department Recommendations

## APPROVED / DENIED

The Hall County Corrections Department has reviewed this application and recommends:

Date \_\_\_\_\_ Signature \_\_\_\_\_ Officer \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_ Judge \_\_\_\_\_

HALL COUNTY CORRECTIONS – WORK RELEASE AND/OR HOUSE ARREST PROGRAM

EMPLOYER AGREEMENT

I understand that \_\_\_\_\_, whom I employ, has applied for Work Release at Hall County Corrections. Hall County Corrections agrees to advise the employer of any change in the employee's Work Release status that may affect his/her employment and job attendance. In order to provide appropriate supervision of this individuals activities while on the Work Release Program, I agree to the following:

---

1. To generally account for and supervise this employee during his/her working hours. THIS INCLUDES REPORTING ANY UNAUTHORIZED ABSENCE OR EARLY DEPARTURE OF EMPLOYEE FROM AUTHORIZED WORK HOURS. Also, any employee misconduct or change in employment status.
2. To allow Officers of the Jail to visit this employee on the job and to discuss his/her conduct and schedule with supervisory personnel.
3. The Judge's Work Release order, showing days and hours of ability to work, will not change from week to week. May work up to 6 days per week. Only allowed up to a 12 hour shift. ALL EMPLOYEES TO REMAIN WITHIN GEOGRAPHICAL BOUNDARIES OF HALL COUNTY, NO EXCEPTION. MUST PROVIDE COPY OF CERTIFICATE OF LIABILITY/WORKERS' COMPENSATION INSURANCE FORM.
4. The application processing and approval/denial will start on date of incarceration after chemical/PBT testing. Allow 3-7 Business days from date of incarceration.

SUPERVISOR'S NAME-PLEASE PRINT \_\_\_\_\_

EMPLOYER'S SIGNATURE \_\_\_\_\_

PLACE OF EMPLOYMENT \_\_\_\_\_

ADDRESS OF EMPLOYMENT \_\_\_\_\_

CITY \_\_\_\_\_ PHONE \_\_\_\_\_ DATE \_\_\_\_\_

EMPLOYEE JOB TITLE \_\_\_\_\_ PAY DAY \_\_\_\_\_

HOW OFTEN PAID/DATE \_\_ WEEKLY \_\_ BI-WEEKLY \_\_ OTHER \_\_ HOURLY WAGE \_\_\_\_\_

**EMPLOYEE HOURS: Indicate whether hours are AM or PM**

MONDAY			MONDAY		
TUESDAY			TUESDAY		
WEDNESDAY			WEDNESDAY		
THURSDAY			THURSDAY		
FRIDAY			FRIDAY		
SATURDAY			SATURDAY		
SUNDAY			SUNDAY		
DAY	START	END	DAY	START	END

# WORK RELEASE RULES

## REGLAS DE LIBERACIÓN DEL TRABAJO

1. *Employers shall provide written documentation that employees are covered under current Nebraska Worker's Compensation Law. If the employer does not provide Nebraska Worker's Compensation, they are not eligible for participation.*

Los patrones proporcionarán la documentación por escrita que los empleados están cubiertos conforme a la Ley de Compensación del Trabajador de Nebraska corriente. Si el patrón no proporciona la Compensación del Trabajador de Nebraska, ellos no son elegibles para la participación.

2. *No alcoholic beverages or illegal drugs may be consumed or possessed by an inmate on Work Release.*

Ningunas bebidas alcohólicas ó medicinas ilegales pueden ser consumidas ó poseídas por un recluso en liberación de Trabajo.

3. *While on Work Release, the inmate shall conduct no personal business nor participate in any activity of a personal nature without permission of the Hall County Department of Corrections Work Release coordinator or designee.*

Mientras en la liberación de Trabajo, el recluso no conducirá ningún negocio personal, ni participará en cualquier actividad de una naturaleza personal sin el permiso del coordinador de liberación de Trabajo del Departamento Correccional del Condado de Hall de o persona designada.

4. *All Work release inmates shall be subject to a strip search from an Officer of the same sex upon returning to the jail.*

Todos los reclusos de liberación de Trabajo serán sujetos a una búsqueda de tira humorística de un Oficial del mismo sexo al volver a la cárcel.

5. *Transportation arrangements are the responsibility of the inmate. Travel time will be thirty (30) minutes to work and thirty (30) minutes to return, unless otherwise stated in the Work Release Order.*

Los arreglos de transporte son la responsabilidad del recluso. El tiempo de viajes será treinta (30) minutos para el trabajar y treinta (30) minutos para volver, a menos que por otra parte no declarado en el Permiso de Liberación de Trabajo.

6. *Work Release privileges are not available to an inmate upon which a hold has been received from any other agency. If while on Work Release, a warrant is received for the inmate, they will have to post the bond or go to that court and resolve the matter before being let out to work again.*

Los privilegios de liberación de trabajo no están disponibles a un recluso sobre el cual un asimiento ha sido recibido de cualquier otra agencia. Si mientras en la liberación de Trabajo, una autorización es recibida para el recluso, ellos tendrán que fijar la obligación o ir a tal tribunal y resolver la materia antes de ser soltados para trabajar otra vez.

7. *Once Work Release has been approved, the inmate will read and acknowledge their understanding of the Order for Work Release by signing the statement that they understand any violation of the general terms and conditions as described in the order will be cause for termination of Work Release status.*

Una vez que la liberación de Trabajo ha sido aprobada, el recluso leerá y reconocerá su entendimiento de la Orden por la Liberación de Trabajo firmando la declaración que ellos entienden cualquier violación de los términos generales y las condiciones como descrito en la orden serán la causa para la terminación del estado de liberación de trabajo.

8. *The Order for Work Release will be validated with the sentencing Judge's signature as approval.*

La orden por la Liberación de Trabajo será válida con la firma del Juez que condena como la aprobación.

9. *Tools and/or equipment belonging to the Work Release inmate will not be allowed into the facility due to security considerations.*

Los instrumentos y/o el equipo que pertenece al recluso de liberación de Trabajo no serán permitidos en la instalación debido a consideraciones de seguridad.

10. *All Work Release fees shall be paid in full prior to the inmate's final release from the facility. If the inmate is unable to pay their fees they will be referred to the county attorney for prosecution.*

Todos los honorarios de liberación de Trabajo serán pagados en su totalidad antes de la liberación final del recluso de la instalación. Si el recluso es incapaz de pagar sus honorarios ellos serán mandados al abogado de condado para el procesamiento.

11. *If at any time, the Work Release inmate's services are not required by their employer, whether due to a lack of work or inclement weather, the inmate shall return directly to the jail. If at any time the Work Release inmate's job is terminated, the inmate shall return directly to the jail.*

Si en cualquier momento, los servicios del recluso de liberación de Trabajo no son requeridos por su patrón, si debido a una carencia de trabajo o tiempo inclemente, el recluso volverá directamente a la cárcel. Si en cualquier momento el trabajo del recluso de liberación de Trabajo es terminado, el recluso volverá directamente a la cárcel.

12. *The Work Release inmate shall not violate any Federal, City, County or State law or ordinance. Any contact with law enforcement must be reported by the inmate to the Work Release Coordinator.*

El recluso de liberación de trabajo no violará ninguna ley Federal, Ciudad, Condado o estado o la ordenanza. Cualquier contacto con algún oficial de la ley debe ser relatado por el recluso al Coordinador de Liberación de Trabajo.

13. *Work Release inmates will place all of their personal property in a designated property locker supplied by the department upon checking back into the facility from work.*

Los reclusos de Liberación de trabajo colocaran todos sus efectos personales en un armario de propiedad designado por el departamento al momento de regresar a la instalación del trabajo.

*14. No personal clothing will be allowed into the housing unit.*

Ninguna ropa personal será permitida en la unidad de alojamiento.

*15. Any tobacco products, lighters and cell phones brought into the Hall County Department of Corrections will be disposed of. Inmates will not be reimbursed for any items disposed of.*

Cualquier producto de tabaco, encendedores y teléfonos celulares traídos al Departamento de Correccional del Condado de Hall será eliminado. Los reclusos no serán reembolsados por ningún artículo eliminado.

*16. Work Release inmates are subject to random drug and/or alcohol testing.*

Los reclusos de la liberación del trabajo son susceptibles a una prueba de droga y/o el alcohol.

*17. Work Release inmates can bring in up to two (2) spare changes of clothing when admitted to the Work Release program. Work Release laundry will be done at the jail and is the responsibility of the inmate.*

Los reclusos de la liberación del trabajo pueden introducir hasta dos (2) reserva de cambios de ropa cuando es admitido(a) al programa de la liberación del trabajo. La ropa sucia de la liberación del trabajo será hecha en la cárcel y es la responsabilidad del recluso.

*18. Work Release inmates are not allowed to have more than one (1) job or any part-time jobs. Work Release inmates are not allowed to change jobs after the original Order for Work Release is signed.*

Los reclusos de la liberación del trabajo no son permitidos tener más de un (1) trabajo ni ningún trabajo a tiempo parcial. Los reclusos de la liberación del trabajo no son permitidos cambiar de trabajos después de que la Orden original para la Liberación del Trabajo sea firmada.

*19. Any violation of Work Release rules will be sent to the sentencing Judge for possible removal from the Work Release program.*

Cualquier infracción de las reglas de liberación de Trabajo será enviada al Juez de sentencia para la eliminación posible del programa de la liberación del Trabajo.

*20. Once an inmate is removed from Work Release program due to rule violations, they will not be considered for Work Release during the remainder of their sentence.*

Una vez que un recluso es quitado del programa de la liberación del Trabajo debido a infracciones de las reglas, ellos no serán considerados para la liberación del Trabajo durante el resto de su sentencia.

*21. No pre-sentenced inmate will be eligible for entry into the Work Release program.*

Ningún recluso pre-sentenciado tendrá derecho a participar en el programa de la liberación del Trabajo.

22. *Inmates are responsible for all costs associated with laundering their personal clothing.*

Los reclusos son responsables de todos gastos asociados con el lavado de su ropa personal.

23. *The Work Release inmate will follow all rules of the Hall County Department of Corrections.*

El recluso de la liberación del Trabajo seguirá todas reglas del Departamento Correccional del Condado de Hall.

24. *The Hall County Department of Corrections may conduct an in-house disciplinary hearing on the violation of these Work Release rules. The sentencing Judge may also hold an informal hearing on violating the Work Release Court Order.*

El Departamento Correccional del Condado de Hall puede realizar una audición disciplinaria interna en la infracción des las reglas de liberación de Trabajo. El Juez que sentencia también puede tener una audición informal al violar el Mandato judicial de la Liberación del Trabajo.

25. *Once a Work Release inmate returns to the jail from work, they will announce themselves at the exterior intercom and wait outside the Work Release entrance/exit door until they can be checked in by an officer. During inclement weather, the inmate may wait in the Work Release sally-port. No Work Release inmate will be allowed to loiter around the exterior of the jail facility.*

Una vez que el recluso de la liberación del Trabajo vuelva a la cárcel del trabajo, ellos anunciarán a sí mismo en el intercomunicador y esperarán en la puerta de exteriores de la puerta de entrada/salida de liberación de Trabajo hasta que ellos puedan ser verificados por un oficial. Durante tiempo inclemente, el preso puede esperar en el Puerto de salida de la liberación del trabajo. Ningún recluso de la liberación del trabajo será permitido a holgazanear alrededor del exterior de la facilidad de cárcel.

26. *Work Release inmates may be required to turn in their pay stubs and/or provide proof of hours worked to the Hall County Department of Corrections.*

Los presos de la liberación del trabajo pueden ser requeridos a girar en sus talonarios de paga y/o proveer pruebas de horas al Departamento del Condado del Vestibulo de Correcciones..

27. *Work Release inmates are not allowed to post to Social Media about their custody status with Hall County Corrections.*

Los reclusos de la liberación del trabajo no se les permite anunciar en la Redes Sociales sobre su estado de custodia con el Departamento Correccional del Condado de Hall

28. *Work Release inmates are responsible for their own medical expenses.*

Los reclusos de la liberación del trabajo son responsables por sus propios gastos medicos.

Without a Judge's Order, the following are excluded from participating in the Work Release Program:

- Sex Offenders
- Inmates requiring Administrative Segregation
- Travel outside of Hall County (unless approved)
- Assaultive felony charges

Without a Judge's Order, the following are excluded from participating in House Arrest Program:

- Sex Offenders
- Domestic Assault charges (if protection order in place)
- Assaultive felony charges
- Travel outside Hall County (unless approved)

House Arrest fee schedule:

- Urinalysis test 15.00
- Enrollment Fee 25.00
- Daily fee 20.00
- Sentences of 14 days need paid completely at time of enrollment
- For sentences of over 14 days; a minimum of 320.00 is required at enrollment and then paid weekly thereafter until debt is satisfied.

Work Release fee schedule

- Urinalysis test 15.00
- Daily fee 15.00
- Sentences of 14 days need paid completely at time of enrollment
- For sentences of over 14 days; a minimum of 225.00 is required at enrollment and then paid weekly thereafter until debt is satisfied.