

# *Lake County Adult Detention Facility*

## **Jail Work Release Rules and Regulations**

### **Requirements to participate in the Work Release Program**

Work release inmates must be sentenced by a court of law to participate in the work release program. Although a court has ordered that an inmate participate in the work release program, your work release status can be terminated by the facility for infractions of any rule violation as established by the facility.

Work Release are required to follow all the rules and regulations of the facility as well as abide by all the laws that govern the state of Ohio .

All work release are required to provide the facility with a copy of your work schedule. The schedule must be from your employer on a company letterhead. The letterhead must include the days and hours of employment. You will have three (3) days to provide proof of employment or your work release status will be terminated.

- **No work release is permitted to work seven (7) days a week unless ordered by the sentencing court.**
- **No work release is permitted to work more then twelve (12) hours a day**
- **No work release is permitted to work on major holidays unless the facility receives a Journal Entry from the sentencing court. This includes Christmas Eve and New Years Eve.**

All work release are required to participate in the **Pay For Stay Program** and will be required to pay 20% of their net pay for their stay. Those that do not have taxes taken out of their (bi)weekly pay will pay a fifty dollar (\$50.00) per diem based on a sliding pay scale.

All work release are required to provide the facility with a pay stub each (bi) weekly pay period. Everyone is required to show proof of wages.

#### **1. Question**

What am I allowed to bring into the facility with me when I report to jail?

## **Answer**

The only items that are permitted in the facility are:

Car keys

Locker keys

Change of socks and underwear

Two (2) shirts and two (2) pair of pants for change of clothing for work

Female attire for female work release two (2) pair

No more then \$20.00 at any time

Wedding Ring

Prescription medication must be approved by the medical staff

School books and training material must be approved by the supervisor

**No other items are permitted in the facility**

## **2. Question**

Can I bring cigarettes and a lighter or matches with me?

## **Answer**

No, the facility is non-smoking and any type of smoking device will be considered contraband and will result in disciplinary action and termination of work release if it is brought into the facility.

## **3. Question**

On my way to work can I stop by the grocery store and shop and take the food home?

## **Answer**

No, work release are not permitted to deviate from place of employment. You are permitted to go to work and return back to the facility only. The facility will be checking your place of employment on a regular basis. If you are found not to be at your place of employment you will be immediately removed from the work release program and face disciplinary action.

## **4. Question**

On my lunch break can I have a beer?

**Answer**

No, work release not permitted to consume any alcoholic beverages or drugs during their time of incarceration. You will also be subject to random alcohol and drug testing.

**5. Question**

If I get sick or get hurt on the job can I seek medical care?

**Answer**

Yes, you are permitted to go to the doctor's office or the hospital. However, you must contact the jail immediately at 440-350-5895 (440-350-5602 for female work release) upon your arrival there and advise the supervisor of your whereabouts. You must also bring back a note from the physician stating that you have been evaluated.

**6. Question**

If I get fired from my job can I get hired by another work release that is in jail on the work release program?

**Answer**

No, work release are not permitted to work for other work release inmates

**7. Question**

Can I walk to work?

**Answer**

No inmate is permitted to walk from the facility including upon release. You must provide your own transportation and you are not permitted to ride with another work release. Laketrans is available through Dial A Ride or you may have a friend or family member pick you up.