



GREENE COUNTY PRISON

WORK RELEASE RULES AND REGULATIONS

- Work release is a PRIVILEGE, not a right. Your work release privilege may be suspended for violation of any of the rules or for cause as determined by the Warden or his designee.
- Work release inmates shall relinquish their paychecks to the Prison for deposit in the Inmate Welfare Fund. Disbursements shall be made for payment of board, travel expenses, support, court costs and fines and/or others as permitted under 42 PaCSA 9755.1 (see attached). This does not apply to work crews sponsored by the prison.
- Inmates are responsible for arranging transportation to and from their work site. VEHICLES ARE NOT PERMITTED TO BE PARKED ON PRISON PROPERTY OR ANY COUNTY PROPERTY.
- Inmates are permitted to bring three sets of work clothes with them when reporting to the prison. Clothing and work shoes will also be accepted at the front office. A locker will be provided for storage of clothing and shoes. Clothing will be washed in the prison laundry. Footwear SHALL remain in the locker.
- ALL work release inmates MUST provide the prison administration with a work schedule to include name of the inmate, date, days and hours of work, company name, address and telephone number of employer and supervisor. Your supervisor must sign the letter. Work release shall be allowed no more than 12 hours per day, unless specifically authorized by the sentencing court.
- Inmates are to go directly to and from the work site. No stops in between are permitted unless prior approval has been given by the Warden or his designee, his/her Adult Probation Officer or the court of record. An exception shall be made for the purpose of obtaining a money order to pay the required fees. Inmates are not permitted to leave the work site except for job related reasons.
- Inmates must be at their job site. If work is cancelled the inmate is to report back to the prison immediately.
- Inmates are not permitted to bring any items into the prison except work clothes. Shoes, coat and hat shall remain in the locker. Monies for commissary must be added to the inmate's funds via the kiosk in the front lobby or via online ATM.
- Upon returning from work all make-up shall be removed and fingernail and toenails shall be clean and trimmed short.
- Any inmate attempting to bring any contraband into the prison shall have work release privileges revoked.
- Inmates are subject to drug and alcohol screening at any time. Returning to the prison under the influence of drugs or alcohol is prohibited. If you test positive for any prohibited substances your work release privileges shall be suspended. You may petition the court for a hearing on the matter
- Inmates are not to have contact with any victims of their crimes or the public unless it is job related.
- Inmates are not permitted to pass or deliver mail, or make personal phone calls while at their job site(s).

I HAVE READ, UNDERSTAND AND WILL COMPLY WITH THE ABOVE RULES

Inmate Name (printed) _____ Date _____

Inmate Signature _____

Staff Witness (printed) _____

Staff Signature _____

Did the Inmate receive a copy of these rules? Yes No If no, explain why:
