

**GRANT COUNTY SHERIFF'S OFFICE**

**WORK RELEASE  
APPLICATION PACKET**

3 January 2011

**GRANT COUNTY SHERIFF'S OFFICE**  
**WORK RELEASE PROGRAM**

**INTRODUCTION**

The information contained in this packet is provided to answer questions you may have in regard to your eligibility to participate in the Grant County Sheriff's Office Work Release Program. An application for participation is also provided.

Participants will receive 1/6 goodtime credit. Total Work Release Program fees will be based on the daily fee multiplied by the amount of time a participant will spend in custody. In the event earned goodtime is lost, and the offender is allowed to continue to participate on the program, fees will be adjusted to reflect the additional days in custody.

Participation in the Work Release Program requires compliance with the Basic Eligibility Rules and the Rules for Participation at all times. For any violation of these rules, an offender otherwise eligible for work release may be denied entry into, or continued participation in, the program. In the event that a participant violates the conditions of, or no longer meets the basic eligibility for the program, any funds paid for participation are non-refundable.

**BASIC ELIGIBILITY RULES**

- A. Work release must be expressly provided for in the offender's sentence or court commitment.
- B. The sentence must include confinement for at least five consecutive days.
- C. Offenders must pay a \$25.00 application fee, payable at the time of application return, prior to determination of eligibility.

If found eligible to that point, applicants will be required to provide documentation from QCL Inc. located at 19 Corporate Ave S.E. in Ephrata that the applicant has provided a urine sample for testing that indicates less than the following amounts of drug presence in the applicant's urine:

<b>THC (marijuana)</b>	<b>50 ng/ml or less</b>
<b>Cocaine</b>	<b>300 ng/ml or less</b>
<b>Opiates</b>	<b>300 ng/ml or less</b>
<b>Amphetamine</b>	<b>1000 ng/ml or less</b>
<b>PCP (phencyclidine)</b>	<b>25 ng/ml or less</b>

- D. Participants must maintain an inmate account balance of not less than \$30.00 to cover the cost of random urinalysis.
- E. Participants must arrange for their own transportation between work sites and the work release facility. A participant who drives a vehicle for this purpose must possess a valid driver's license, proof of insurance, vehicle registration certificate and current license tabs. If a participant uses public transportation (GTA), his or her work schedule must

reasonably coincide with the transit schedule as not to allow for, or require an excessive amount of time waiting for buses.

- F. The Chief of Corrections or his or her designee will make eligibility determinations.
- G. “On call” employment may be grounds for denial of program participation.
- H. Employment or education that requires you to be away from the facility for longer than 16 hours per day, or does not allow for regularly defined hours of work or attendance may be grounds for denial.
- I. If accepted to participate, any change of employment, education, treatment programs, or the hours, schedule, or location of employment, education, or treatment must be immediately reported to Work Release staff.

## **PARTICIPATION FEES**

### **A COPY OF YOUR MOST RECENT PAY STUB IS REQUIRED WITH THE RETURN OF YOUR WORK RELEASE APPLICATION.**

Daily participation fees are based on your documented wage (verification will be required from your employer). A sliding scale determines your daily fee by multiplying your hourly wage by 173.33 (normal average monthly hours). This amount is then multiplied by .01. Any partial dollar amount is rounded to the closest dollar. This fee is then multiplied by 7 for the weekly fee. The fees range from the minimum of \$14.00 per day to the maximum of \$56.00 per day, pursuant to standards adopted from time to time by the Grant County Sheriff. **Program fees will be paid weekly, in advance.** Commitments from outside of Grant County will be charged a flat fee of \$56.00 a day.

**Out of County Commitments will be charged a flat fee of \$56.00 a day.**

**Example:**

If you're hourly wage is \$7.16 per hour:

$$\begin{array}{r} 173.33 \\ \times \quad \$8.07 \\ \hline = \$1398.77 \\ \times \quad .01 \\ \hline = 13.98 \text{ or } \$14.00 \text{ per day} \end{array}$$

**There is a minimum \$14.00 per day fee, and a maximum \$56.00 per day fee.**

\$42.00 of your weekly fee will be used as payment for the rental of electronic monitoring equipment which will be used to monitor your whereabouts while participating on the program. This will require your weekly fee payment to be made in two parts. One part of your weekly payment will be in the form of a money order in the amount of \$42.00, made payable to **WASPC** (cash will not be accepted). The remaining balance of your weekly fee will be paid in cash **or** money order payable to the **Grant County Work Release Center**.

## **ALL PROGRAM FEES ARE NON-REFUNDABLE**

Allow 3 working days for application review, and then contact the Work Release Center for determination of your eligibility. The telephone number to contact the Work Release Center is (509) 754-6521.

*Keep this page for your reference*

**GRANT COUNTY SHERIFF'S OFFICE**  
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**FREEQUENTLY ASKED QUESTIONS**

*Will the corrections staff wake me or tell me when its time for work?* No, you are permitted to bring one battery operated or manual alarm clock into your dorm. You will also need to inform the Work Release Staff 15 minutes prior to your scheduled out time.

*How do I get my work clothes washed?* The Work Release Center provides laundry service for your work clothing. Laundering will only consist of washing, drying and folding your clothing. No dry cleaning, ironing, hanging or other special cleaning needs will be done.

*How many changes of clothing do I need to bring?* The Work Release Center will provide you with a locker. These lockers have a limited amount of space for the storage of your personal belongings. If items can not fit in the locker they will not be allowed in the facility.

*Where do I turn myself in to start my jail time?* You will need to turn yourself in at the Work Release Center located at 1631 E. Division in Ephrata, WA. You will also need a valid ID card when turning yourself in. If you are driving yourself ask the corrections staff about parking for your vehicle.

*How long after I turn in my application before I can start my jail time?* The application process can take up to 10 working days. Allow enough time to be approved for the program before your court ordered start date. The Work Release Center can not grant any extensions to a court ordered start date. You can check the status of your application 3 working days after you have turned it in.

*When do I make my first work release payment?* The first payment will be due when you turn yourself in to start your jail sentence. You will then be required to make a payment every week. Failure to make your weekly payment can result in your removal from the program. In addition to the above you will be required to have an additional \$30.00 for your inmate cash account. If you do not have these funds at the time you turn yourself in your entrance into the program will be denied until you do have the funds.







**GRANT COUNTY SHERIFF'S OFFICE**  
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**MEDICAL INFORMATION RELEASE FORM**

As a participant on the Grant County Sheriff's Office Work Release program, I hereby authorize any practitioner or health care provider to release medical information to the Work Release Program Manager and/or his designee in regard to any treatment that I may receive while participating on the Work Release program.

I understand that this information will be used as verification of my whereabouts during authorized leaves of absence from the facility for necessary medical or dental treatment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**GRANT COUNTY SHERIFF'S OFFICE**  
**WORK RELEASE PROGRAM**

**MEDICAL APPOINTMENTS AND CARE**

Participants on the Grant County Sheriff's Work Release Program are responsible for scheduling medical appointments, receiving prior approval from the Program Manager 5 days in advance to attend medical appointments, and are responsible for any costs incurred due to medical treatment. If emergency medical treatment is required while at the Work Release Center site, staff may provide transportation as a courtesy to the participant, or may call for an ambulance. Any cost incurred for ambulance transport will also be the responsibility of the participant.

By my signature I state that I understand the preceding stipulations:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**GRANT COUNTY SHERIFF'S OFFICE**  
**WORK RELEASE PROGRAM**

**WITHDRAWAL OF FUNDS FOR URINALYSIS TESTING**

As a participant on the Grant County Sheriff's Office Work Release program, you may be required by staff to take a random, on site urinalysis drug screening test. In the event the screening test returns a positive result you will be considered in violation of the program rules and removed from the program.

You will have the option to have the sample, lab tested, by QCL, Inc. At which time your sample will be sealed, and a property release form for \$25.00 to QCL, Inc. completed by you. The following business day the sample and payment will be delivered to QCL, Inc. for lab testing. The results obtained from QCL, Inc. will be considered final.

By my signature below, I hereby authorize the Grant County Jail to deduct \$5.00 from my inmate cash account for the cost of each, on site urinalysis drug screening test kit used during my participation on the work release program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**GRANT COUNTY SHERIFF'S OFFICE**  
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**GLOBAL POSITIONING SATELLITE TRACKING**

As a participant in the Grant County Sheriff's Office Work Release program, I will be required to carry GPS tracking equipment and safe guard it from damage and/or neglect when out of the facility.

By my signature below, I hereby authorize the Grant County Jail to deduct any outstanding GPS tracking fees from my inmate cash account. I also understand I am responsible for cost of repair or replacement of GPS tracking equipment damaged or lost by me while a participant in the Work Release Program. Any intentional damage to equipment will result in the filing of criminal charges.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**GRANT COUNTY SHERIFF'S OFFICE**  
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**PROGRAM RULES**

All work release program participants will be required to meet and maintain basic eligibility requirements, and to understand and follow all rules pertaining to work release and the rules of the facility in general.

Any participant found to have violated any of these rules may be removed from the program and could possibly have new criminal charges filed against them.

It will be your requirement to read and understand the rules of the program. You will indicate your understanding by writing your initials in the space provided before each rule, and again by your signature at the end of the rules form.

**RULES FOR PARTICIPATION**

- \_\_\_\_\_ 500. Participants must obey all federal, state, and local laws.
- \_\_\_\_\_ 501. Participants must pay all fees one week in advance.
- \_\_\_\_\_ 502. Participants must report in with the facility staff immediately upon return to the work release facility.
- \_\_\_\_\_ 503. Participants must immediately report to facility staff any termination, suspension, or other change in the status of their employment, education or treatment programs, or the hours, schedule or location of employment, school or treatment.
- \_\_\_\_\_ 504. Participants must immediately report to facility staff any change in status of their driver's license, or, where applicable, proof of insurance, vehicle registration or vehicle license tabs.
- \_\_\_\_\_ 505. Participants must not use or possess any controlled substance (except by valid prescription) or alcohol. Upon request of facility staff, participants must cooperate in search, including strip search, of the person and or possessions of a participant upon any entry or return to the work release facility. Participants, upon request, must immediately provide a breath sample and, within one hour of staff request, provide a urine sample for alcohol and drug testing. Any indication of alcohol use detected by a portable breathalyzer unit, or drug use detected by an on site urinalysis test will be probable cause for termination from the program.
- \_\_\_\_\_ 506. Participants for whom medications are validly prescribed must immediately notify facility staff thereof, and, upon request, provide written proof of validity of the prescription. Participants must take prescription medications only in compliance with the prescribed instructions.

- \_\_\_\_\_ 507. Upon release, participants must proceed directly to their approved work, school or treatment sites, and at the times directed, return directly to the work release facility. Participants must have prior approval from facility staff to deviate in any manner from the approved schedule, including going to any place other than the approved work, school or treatment sites.
- \_\_\_\_\_ 508. In the event of any unavoidable delay in returning at approved times to the work release facility, participants shall promptly notify facility staff thereof.
- \_\_\_\_\_ 509. Participants must fully and regularly attend approved work, school or treatment programs, except when absence is properly excused by the employer, school or treatment provider.
- \_\_\_\_\_ 510. Upon request of facility staff, a participant must fully account for his or her activities during any authorized leave.
- \_\_\_\_\_ 511. Regardless of previously authorized leave, a participant must return to the work release facility within one hour of any request from facility staff to do so.
- \_\_\_\_\_ 512. Participation in work release will be immediately terminated upon a determination by the work release Lieutenant that a participant has forged, counterfeited, reproduced, or misrepresented without authority any written material or verbal orders (overtime verification or request, physician's note, etc.), or has presented the same to facility staff knowing such written or verbal orders or verification to be false.
- \_\_\_\_\_ 513. Participants must comply with all inmate rules and regulations of the work release facility.
- \_\_\_\_\_ 514. Participants will not tamper with or damage electronic monitoring equipment.
- \_\_\_\_\_ 515. Any Participant found to have intentionally attempted to circumvent electronic monitoring equipment system safeguards will be deemed in violation.
- \_\_\_\_\_ 516. Repeated technical violations of the electronic monitoring equipment system safeguards could result in ineligibility for participating on the program.

By my signature I indicate that I have read and understand the foregoing rules of the work release program. I further indicate by my signature all information provided in order to apply for and secure placement in the Work Release Program is true, complete and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Dear Employer,

I would like to thank you for allowing your employee to take part in this alternative sentencing program and explain your part in the program. The work release program is administered by the Grant County Sheriff's Office to allow offenders sentenced to jail time the ability to comply with the courts order while maintaining their employment. The work release program is not home detention. Participants live at the Work Release Center, and are released only for work related purposes, medical appointments, court appearances, etc.

**Dave Ponozzo**  
Undersheriff  
Office 509-754-2011  
ext. 468 VM-21  
Cell 509-750-7302  
[dponozzo@co.grant.wa.us](mailto:dponozzo@co.grant.wa.us)

**Ken Jones**  
Chief Deputy  
Field Operations  
Office 509-754-2011  
ext. 468 VM-18  
Cell 509-750-7303  
[kjones@co.grant.wa.us](mailto:kjones@co.grant.wa.us)

**Ryan Rectenwald**  
Chief Deputy  
Special Operations  
Office 509-754-2011  
ext. 446  
Cell 509-750-7304  
[rrectenwald@co.grant.wa.us](mailto:rrectenwald@co.grant.wa.us)

**Greg Knutson**  
Chief Deputy  
Corrections  
Office 509-754-2011  
ext. 468 VM-20  
Cell 509-750-2710  
[gknutson@co.grant.wa.us](mailto:gknutson@co.grant.wa.us)

**Deb Shay**  
Administrative Assistant  
Office 509-754-2011  
ext. 468 VM-14  
Cell 509-237-8393  
[dshay@co.grant.wa.us](mailto:dshay@co.grant.wa.us)

As the employer, you play an important part in the verification of the employee's work hours. It is required that your employee provide a copy of their weekly time card documenting the time they start and cease work, for each working day. If your organization does not use a time card, a generic time card can be provided upon request. All time cards turned into the Work Release Center as verification of hours worked will require the signature of the employer.

It will be necessary for your employee to have consistent work hours and not have frequent schedule changes. An applicant or participant whose employment or working conditions lack consistent work hours, requires frequent schedule changes, or is employed on an "on-call" basis will be denied participation in the program. We do understand employees will occasionally need to work overtime on short notice, or may require schedule changes from time to time. In such cases, the Work Release Center must be notified prior to the change and with as much advance notice as possible. You can send scheduled changes back with your employee or fax them to the Work Release Center (509 754-6525). All requests for overtime and schedule changes must be on company letter head, signed by the employer. Again, please keep in mind that excessive schedule changes could result in denial of the employees continued participation. Any request that would cause your employee to be out of the confines of the jail for more then 16 hours will be denied.

Your employee is also required to call and notify the Work Release Center of any change in their work location, or on any occasion where they would need to leave the work site. This allows the Work Release Staff to perform required, unannounced jobsite visits of your employee. Failure to find your employee at their assigned work location could result in their removal from the program, and your loss of the employee for the remainder of the participant's jail sentence.

Along with this letter, your employee should have provided you with an "Employer Provided Information" sheet. Please complete this form and have your employee return it with his/or her application. If you have any further questions about the program please contact the Work Release Center at 509-754-6521.

Dan Durand, Lieutenant  
Program Administrator

P.O. Box 37 • Ephrata, WA 98823 • 509-754-2011 ext. 468  
[www.co.grant.wa.us/sheriff](http://www.co.grant.wa.us/sheriff)

Administrative Offices in the Law & Justice Center, 35 C St NW, Ephrata, Wash.

*Provide this page to your employer.*

**GRANT COUNTY SHERIFF'S OFFICE**  
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**EMPLOYER PROVIDED INFORMATION**

Employee's Name: \_\_\_\_\_

Employee's Job Title: \_\_\_\_\_

Employee's Hire Date: \_\_\_\_\_ Current Wage: \$ \_\_\_\_\_ per \_\_\_\_\_  
(Indicate hour, week or month)

Business Name: \_\_\_\_\_

Business Physical Address: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

Business Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Business License # \_\_\_\_\_ UBI # \_\_\_\_\_

State Tax #: \_\_\_\_\_ or Contractors License #: \_\_\_\_\_

**Employee Work Schedule**

	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Start Time							
End Time							

(Please indicate a.m. and p.m. on the above start and end times)

**Weekly copies of the employee's time card will be required for verification.**

By my signature below, I indicate agreement to notify the Work Release Program staff of any of the following conditions in regards to the above named employee: **absence from work, tardiness, deviation from work schedule, termination, and lay off, use of alcohol and/or drugs.** I also understand that changes to the above schedule should be kept to a minimum. Any change to the employees schedule will be done in writing and be sent to the Work Release Center.

Employer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Contact Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Position/Title: \_\_\_\_\_

Please provide additional signatures for those supervisory or scheduling personnel whom are allowed to make changes to the employee's work schedule. Schedule changes not signed by those listed will not be honored. Additional signatures can be provided on the back of this form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Contact Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Position/Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Contact Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Position/Title: \_\_\_\_\_





**INSTRUCTIONS:**

1. Please make an appointment in advance by calling QCL, Inc at: (509)754-3944 ext. 403, office address: 19 Corporate St. Ephrata, WA 98823 located on the corner of Corporate Street and Division.
2. The fee is \$55.50 and must be paid by cash, visa/debit card, or money order made payable to QCL, Inc. (Note: exact payment amount is needed as QCL does not carry change). Please bring your payment, this consent form and a picture ID at the time of the test.
3. When the test results are received, QCL will forward them directly to:  
Grant County Work Release Center.

**AUTHORIZATION TO RELEASE INFORMATION/CONSENT:**

I, \_\_\_\_\_, AUTHORIZE QCL, INC. TO RELEASE ANY AND ALL INFORMATION OBTAINED DURING THIS TESTING PROCEDURE TO THE AUTHORIZED PERSONNEL LISTED BELOW.

I FURTHER UNDERSTAND THAT I HAVE THE RIGHT TO RECEIVE A COPY OF THIS AUTHORIZATION UPON MY REQUEST.

\_\_\_\_\_  
Donor's Signature

\_\_\_\_\_  
Date

AUTHORIZED PERSONNEL: Grant County Work Release  
 1631 E. Division, PO Box 37, Ephrata, WA 98823  
 Fax: 509-754-6525