



INDIANA COUNTY PROBATION DEPARTMENT

THOMAS M. BIANCO
President Judge

MICHAEL T. CLARK
Judge

GINA R. FORCE
Judge

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EMPLOYER GUIDELINES FOR WORK RELEASE PROPOSAL LETTER

Any employer interested in hiring or continuing employment of a current or future inmate of the Indiana County Jail, or a defendant presently on or soon to be placed on House Arrest With Electronic Monitoring, must submit a work release proposal letter on COMPANY LETTERHEAD which shall include:

- 1) A statement acknowledging the defendant's current or future status of incarceration in the Indiana County Jail or placement on House Arrest With Electronic Monitoring and the willingness of the employer to participate in a work release program.
- 2) The date of hire or anticipated date of hire.
- 3) The job title of the defendant and a brief description of responsibilities.
- 4) The location(s) of the work assignments.
- 5) The work schedule indicating time and date of shifts.
- 6) The rate of pay.
- 7) The payroll distribution schedule. (NOTE: Inmates of the Indiana County Jail are required to surrender all paychecks for deposit in an account of the Indiana County Jail.
- 8) A list of individual(s) furnishing the defendant transportation to and from work, if not provided by the employer.
- 9) The proposal letter must be endorsed with the signature of the owner or manager of the business and include Employer's contact information.
- 10) The Employer must provide a current certificate of the Employer's Workman's Compensation Certificate.

Submit the proposal letter, and insurance certification, if applicable, to:

Work Release Administration
C/O Indiana County Probation Department
Indiana County Courthouse
825 Philadelphia Street
Indiana, PA 15701

For further information, please contact the Indiana County Probation Department at (724) 465-3820.