

**Office of the Sheriff
Ashland County**
E. Wayne Risner, Sheriff



Justice Complex
1205 East Main Street
Ashland, Ohio 44805
Telephone: 419 289-3911
FAX: 419 281-2060
Jail Division: 419 281-9009
Jail FAX: 419 281-4458

APPLICATION FOR WORK RELEASE PRIVILEGES

Work Release exists to help you maintain your present employment. In order to be considered, you must have a job before coming to the jail. Please submit this application one week before you report to the jail. *If you are sentenced to thirty (30) days or less, you will be required to prepay one week's worth of work release fees. If you owe fees on commissary from a previous stay, you will be required to pay the balance off completely.*

While you must have the sentencing court's approval for Work Release, the final authority rests with the Ashland County Sheriff's Office as to whether or not it is granted. IF you have been sentenced to 'Mandatory Time', you will not leave the jail until that part of the sentence has been fulfilled. In addition, you will not be permitted to leave the jail on the first day of your sentence.

You must turn in this application along with the following items to be considered for Work Release privileges:

- Completed application, including signature
- Confirmation letter from your employer on company letterhead including regular days and hours of work, expected wages and if overtime is expected
- Two or more recent pay stubs from different pay periods
- Results from TB skin test (required if you will be incarcerated for 14 days or more)
- Copy of driver's license
- Copy of automobile insurance information

If self-employed or a sub-contractor:

- Copy of previous year's tax return, and two or more of the following:
 - Copy of business license
 - Copy of business letterhead
 - Copy of contracts of pending work
 - Copy of business checks
 - Other verification that you have a legitimate business

1099's are no longer accepted as proof of employment. You must provide a copy of last year's filed tax return or have paycheck stubs as proof of wages.

Complete the application on the reverse side and take it to Reception at the Ashland County Sheriff's Office. Once it has been reviewed, you will be notified if your application has been approved or denied. Your Work Release application will not be processed until all of the required documentation is received.

If you have questions concerning Work Release, please contact Deb Myers between the hours of 8 am and 4 pm Monday through Friday at (419) 282-6736. The fax number is (419) 281-2060. *Remember: Work Release is a privilege, not a right. You will be monitored both while at the jail and at work. Unacceptable behavior will result in the loss of the opportunity to leave the jail in order to go to work.*

OFFICE USE ONLY:

Approved: Yes No Pending further review Date: _____

Office notes: _____

Authorized signature: _____

Inmate name: _____

Home address: _____

Street

Apt#

OH

City

Zip Code

Home phone: _____ Cell Phone: _____

Employer name: _____

Address: _____

Street

Apt#

OH

Name of supervisor: _____

Work or cell phone: _____ Supervisor's phone: _____

Time needed to travel to work (one way): ¼ hour ½ hour ¾ hour Other: _____

In which court were you sentenced? Municipal Juvenile Common Pleas

What is your case number? _____

On what charges have you been sentenced? _____

What is the length of your sentence? _____

What is your probation officer's name? _____ PO's phone: _____

Do you have a valid driver's license and proof of insurance? Yes No
(If yes, please include copies of both.)

If you are driving or riding to and from work, what is the make, model and year of the vehicle(s) you will be driving or riding in?

Make

Model

Year

I hereby confirm that the above information is true. I also agree to notify Ashland County Corrections if there is any change in my employment while I am on the Work Release program.

_____ Date

_____ Inmate signature - Does not need to be signed in the presence of an officer