



ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL

160 Peregory Lane
Charlottesville, VA 22902

Phone: (434) 977-6981 Fax: (434) 977-5312
www.acrj.org

Colonel Martin Kumer
Superintendent

Phone: (434) 977-6981 ext. 213
Fax: (434) 977-3173

Effective 10/13/2023

Work Release Guidelines and Responsibilities of Employers

The following information is to be used as a guideline and a reference of my responsibilities as an employer of a Work Release inmate. Work Release inmates are incarcerated individuals who are permitted to continue employment and earning an income while serving sentences for crimes they have committed. This allows for the inmate to continue supporting their families while also paying any fines and costs incurred by the court. The Albemarle-Charlottesville Regional Jail takes the responsibility of operating this program very seriously. If an inmate violates any one of the rules and regulations as set forth by the Work Release program, or any rules and regulations of the Albemarle-Charlottesville Regional Jail, they will be removed from the program pending an investigation and due process. We ask that you, as an employer, take your responsibility just as seriously.

1. I must pay all salaries accrued including tips, by business payroll check attached with a payroll check stub noting all applicable information. Hours worked, including overtime, taxes, and any other deductions must be noted. The compensation of Work Release inmate will be no less than the current minimum wage and that of comparable workers. **Hourly Rate \$** _____
2. There will be a fee for any returned checks. If there is more than one instance of this, we reserve the right to require that all salaries be paid in money orders or cashier's checks.
3. I must provide the Work Release Department with written notification of any and all deductions from the Work Release inmate's check. e.g. child support, garnishments
4. If the Work Release inmate violates any of the rules and regulations governing the Work Release program, I must report the violation to the Work Release Department immediately. I will be provided a copy of the rules and regulations.
5. I must allow the Work Release Department to visit the Work Release inmate's job site at any time to discuss the Work Release inmate's conduct and work performance with supervisory personnel. Work Release inmates are expected to perform on the job as any other acceptable employee. Should you have any problems in this regard, you should contact the Work Release Department immediately.
6. I may not employ Work Release inmates under conditions less than acceptable minimum standards.
7. Work Release inmates must be employed and working within a 35-mile radius of the jail, Nelson County inmates will be handled on a case by case basis.

8. Work Release inmates must provide their own transportation to and from their place of employment.
9. I must provide employment that does not require driving. Work Release inmates are not allowed to drive. Work Release inmates are not permitted to operate any ride-on equipment, to include Gators, ride-on lawn mowers, tractors, or any other gasoline powered vehicles. If I would like the Work Release inmate to be able to operate ride-on equipment on the job site, approval must first be obtained from the Work Release Department.
10. A schedule for the Work Release inmate must be submitted by the employer and approved by the Work Release Department before the Work Release inmate will be allowed to work. If the Work Release inmate is on a rotating schedule, it is the employer's responsibility to submit an updated and accurate work schedule to the Work Release Department no later than Thursday by 3:00PM for the following week. Any schedule not received by that time will subject the Work Release inmate to being held in from work.
11. Any changes to the Work Release inmate's schedule must be requested 24 business hours in advance by the employer in writing. This can be done via fax or email. Changes are not guaranteed approval if received outside of the Work Release Department's normal business hours.
12. Work Release inmates will work no more than five days a week, ten hours a day, not including a 30 minute lunch break. The Work Release Department will determine the travel time necessary to enable the Work Release inmate to proceed to their place of employment, complete their days work, and return directly to the jail.
13. I may not employ Work Release inmates on a part-time basis nor will they be allowed to work over the court ordered agreement of five days a week and ten and one-half hour shift.
14. The Work Release inmate will not leave the job site for any reason unless approved by the Work Release Department and the employer is notified.
15. Stationary employment is highly recommended. The employer must make provisions for daily notification of the Work Release Department prior to the inmate moving to a new job location. Employer's failure to notify the Work Release Department of new job locations may result in the Work Release inmate being held in from work until the new job location is provided to the Work Release Department.
16. Work Release inmates may not be employed by or work with members of their family without specific written permission from the Work Release Department and/or sentencing court.
17. Work Release inmates are not permitted to consume any substance without prior written permission from the Work Release Department to include but not limited to prescribed medications and over the counter medications. Work Release inmates will not be allowed to consume any substances which may cause a false reading on a drug and alcohol screening. These would include but are not limited to: energy drinks, poppy seeds, products containing cannabidiol (CBD), and cough medicines with alcohol as an ingredient, which may cause a false reading on a drug and alcohol screening. Work Release inmates are not permitted to drink, physically use, or have in their possession any alcohol, narcotic, or hallucinogenic drugs. This includes all illegal drugs and controlled substances. You are required to report to the Work Release Department immediately if

you witness the Work Release inmate engage in any of these behaviors.

18. Work Release inmates who are convicted felons are not to have employment that requires them to serve, possess, or sell alcoholic beverages.
19. Unauthorized visits are prohibited. Work Release inmates are not allowed to have friends or family visit them while away from the facility or at their job site.
20. Work Release inmates must have someone with them, who must be another employee, at all times.
21. Work Release inmates will not take any medication to include over the counter medications, without prior notification of Work Release Department and documented doctor's authorization.
22. The Work Release inmate will not have in their possession or use a cellphone at any time.
23. The Work Release inmate is only to utilize a computer for work purposes. The Work Release inmate shall not use their place of employment to conduct personal business such as checking email, surfing the internet, engaging in any online programs/schools, or making any unauthorized contact or business transactions.
24. You must cover the Work Release inmate under applicable workman's compensation insurance or Social Security insurance and provide a copy of the paperwork to the Work Release Department. The Albemarle-Charlottesville Regional Jail is released from responsibility for any and all injuries incurred while on the job.
25. I agree to inform the Work Release Department if the Work Release inmate fails to report to work, leaves work early, is absent from their work assignment as scheduled, or if they report to work under the influence of alcohol or drugs.
26. Work Release inmates are to report directly to their work assignment and are to return directly back to the jail at the end of their work day.
27. If a Work Release inmate's employment is terminated due to willful negligence, carelessness, lack of interest, motivation, or discipline, it will be considered a program violation. It is for this reason that you must notify the Work Release Department so they may inform the Work Release inmate of their employment status. It is preferred that the Work Release Department terminate employment on behalf of the employer, or be present for the termination.
28. The following conditions must be met if you are an employer who has federal contracts:
 - a. Representative of the local union central bodies or similar union organizations shall have been consulted.
 - b. Employment shall not result in a displacement of employed workers, or be applied in skills, crafts or trades in which there is a surplus of available gainful labor in the locality, or impair existing contracts for services; and
 - c. Rates of pay and other conditions of employment shall not be less than those paid or provided for work of a similar nature in the locality in which the work is being performed.
 - i. _____ - We do have federal contracts and will abide by the stipulations stated in this rule of the Work Release Guidelines and Responsibilities of Employers.
 - A. _____ - A representative of the local union or similar organization has been consulted.

ii. _____ - We do not operate under any federal contracts at this time.

- 29. The Work Release inmate is prohibited from participating in any strikes, walk outs, or other activities involving a leave from their workplace.
- 30. The employer must have a business license.
 - a. If a business license is not required in the businesses jurisdiction, a written waiver for exemption must be submitted to the Work Release Department prior to being reviewed.
- 31. I understand that Work Release inmates have the right to be free from sexual harassment, abuse, and assault and may report sexual harassment, abuse, and assault to any staff member of the facility and /or contact the PREA Hotline.
 - a. If I become aware of any sexual harassment, abuse, or assault directed toward the Work Release inmate, I will notify jail staff immediately.

I have read and understand the Work Release Guidelines and Responsibilities of Employers and have received a copy for my use. In addition I will receive a copy of the Work Release Rules and Regulations for reference. All rules and regulations of the program are subject to change at any time and once advised I, am expected to comply. If I have any questions or comments, I will contact the Work Release Department.

Name of Business	Address	City	State	Zip
------------------	---------	------	-------	-----

Business Phone Number _____

Days and Hours Employee Will Work _____

Printed Name of Employer or Representative _____

Signature of Employer or Representative _____

_____ Date

Signature of Work Release Officer _____

_____ Date