



DAUPHIN COUNTY PENNSYLVANIA WORK RELEASE

Matthew A. Miller, Director
919 Gibson Blvd. Steelton, Pa. 17113
Phone: 717-780-7002 Fax: 717-780-7371

Out of County – Direct Commitment Instructions

Step One: Complete the attached Direct Commitment Application Form and return it to the Work Release Center via fax 717-780-7371 or email mpeacock@dauphincounty.gov & jcoleman-cobb@dauphincounty.gov as soon as possible or **at least 1 month prior to your sentencing date.**

Step Two: Once the defendant receives pre-approval their attorney needs to contact Supervisor, Megan Peacock or the Work Release Coordinator, Jennifer Coleman-Cobb to get the Order of the Court for Out of County Direct Commitments. This is a court order that needs to be signed “as is” by the sentencing Judge at the time of sentencing. If this order is not signed by the Judge as directed, the Dauphin County Work Release Center reserves the right to deny the defendant’s transfer at any time. **Please Note: The defendant’s report date MUST be on a Tuesday or Thursday, & they MUST report to the Work Release Center at 12:30pm. The report date MUST be at least two weeks after the date of sentencing (to allow the Wardens of both counties and the Director of Work Release to authorize the transfer and complete the necessary transfer paperwork).**

Step Three: The defendant must complete a physical, to include a TB/PPD (Tuberculosis) Test, within 90 days prior to their commitment date. They must have their physician complete the attached Health Assessment Form and return it to Work Release via fax 717-780-7371 or email mpeacock@dauphincounty.gov & jcoleman-cobb@dauphincounty.gov as soon as possible or at least two weeks prior to their commitment date. The health assessment can be completed at your primary care physician or an authorized health care provider such as:

<u>Concentra</u>		<u>Worknet</u>	
4200 Union Deposit Rd Harrisburg PA 17111 717-558-6708	4910 Ritter Road Mechanicsburg PA 17055 717-795-1819	6301 Grayson Road Harrisburg PA 17111 717-920-5910	6108 Carlisle Pike Mechanicsburg PA 17055 717-691-9560
Cost: \$52.00 TB Test/ \$90.50 Physical <i>**Prices are Subject to Change without Notice**</i>		Cost: \$25.00 TB Test/ \$75.00 Physical <i>**Prices are Subject to Change without Notice**</i>	
Hours: Mon – Fri 8a-8p, Weekends 9a-3p (HBG OFFICE)		Hours: Mon – Fri 8a-5p	

Step Four: Once the defendant is sentenced and given a date to self report they MUST contact Supervisor, Megan Peacock at 717-780-7028 / mpeacock@dauphincounty.gov or the Coordinator, Jennifer Coleman-Cobb at 717-780-6976 / jcoleman-cobb@dauphincounty.gov (the defendant should call the same day they are sentenced). **ALL** paperwork to include the sentencing County’s order, Dauphin County Transfer Order, and the defendants completed Health Assessment need to be forwarded to the Work Release Center, at least two weeks prior to your report date.

What the defendant can/can not bring on their report date: a maximum of 5 changes of clothes, 3 pairs of shoes, toiletries (new & unopened), and a one-week supply of groceries. You **CAN NOT** bring any beverages (powdered mixed or liquid) or products containing alcohol (mouthwash, cologne, & cough syrup). Narcotics prescribed by your doctor are not permitted to be taken at any time while in the Work Release Center, as well as some other commonly abused prescription medications. Bring no more than \$60 in cash. Cell phones and tobacco products of any kind are strictly prohibited on Work Release property.

The defendant must report with a Security Deposit of \$500 (subject to change at any time) to the gate of the Work Release Center at **12:30 pm**. Upon arrival you will undergo an orientation process and you should inform your employer that you may not be able to attend work until the next business day. **Failure to report as directed or reporting under the influence of alcohol/drugs will result in your commitment to Dauphin County Prison pending transfer back to your sentencing county.**

If you have any further questions, please contact
Supervisor, Megan at 717-780-7028 or Work Release Coordinator, Jennifer at 717-780-6976.