

Employer Agreement of Work Release

The mission of the Oklahoma Department of Corrections is to *“Protect the Public, the Employee and the Offender.”* Listed below are the guidelines and rules for the supervisors of Work Release offenders. These guidelines and rules will provide you with the basic tools and information in assisting to accomplish the department’s mission.

These guidelines and rules relate to all work release offenders:

1. Offenders employed by your company may not leave their job site or assigned work area without your approval. The job site or work area is the area that is defined by you, the crew supervisor, for the work to be accomplished on any particular day.
2. Offenders may not solicit or receive gifts or anything of value, nor may they attempt to borrow money, even at the insistence of you or fellow workers.
3. Offenders may not receive personal visits, use a telephone in any fashion for personal calls, nor may they send or receive mail while away from the facility. The employer will not receive or send any mail for offenders assigned to their supervision.
4. Offenders may not enter any residence at any time or under any circumstances unless accompanied by a supervisor.
5. Offenders may not consume or have in their possessions, at any time, an intoxicating substance or illegal/unprescribed drugs.
6. Offenders may not bring property into the facility that was found or obtained at the work site. Offenders may not receive any gifts or any type from a work supervisor or the public. This includes, but is not limited to hats, shoes, boots, clothing or food.
7. Offenders must comply with all rules established by work supervisors.
8. If you need to work an offender overtime or if the work schedule changes, it is your responsibility to notify the facility immediately. If you authorize the offender to leave early or to come in late, you are to notify the facility immediately. This can be done in person or by telephone.
9. Paychecks must be mailed directly to the host facility business manager’s office in the envelopes provided. Under no circumstances will an offender have a paycheck in their possession without prior permission from the administrative manager.
10. Offenders shall not have any access to Internet usage.
11. Offenders may not receive cash payments or advances from their employer, any DOC facility, or Contact facility. Child support or job related expenses such as uniform, work boots, etc., may be deducted, but must be listed. Food/drinks/merchandise are not authorized deductions.

Payroll checks that are returned for non-sufficient funds or closed accounts must be paid by cash or cashier’s check within 48 hours of notification. Failure to comply will result in notification to the local district attorney’s office to prosecute for payment.

Employer Signature _____ Date _____

Facility Staff Signature _____

**Verification of Receipt and Understanding
Of Guidelines for Work Release Program**

I have read and understand the guidelines of the Work Release Program and agree to abide by them.

Offender Name/DOC Number _____ Date _____

Employer's Signature _____ Date _____

Company _____ Phone _____

Address _____ City _____ Zip _____

Facility Name: _____

Signature of Staff (who conducted orientation): _____