

## **ITEMS NEEDED AT YOUR WORK RELEASE INTERVIEW**

1. A letter of employment signed by your employer. Information needed in this letter:

**COMPANY NAME, ADDRESS AND PHONE NUMBER**  
**FOREMAN OR MANAGER'S NAME AND PHONE NUMBER**  
**HOW LONG YOU HAVE BEEN EMPLOYED WITH THIS COMPANY**  
**YOUR WEEKLEY SCHEDULE (DAYS AND THE HOURS YOU WILL BE WORKING WHILE INCARCERATED)**  
**YOUR HOURLY WAGE/SALARY**

2. Your most recent paycheck stub or if self-employed or a subcontractor a copy of your W9 form and the previous year's tax returns.
3. Proof of your employer's workman's comp insurance. If self-employed, proof of your health insurance.
4. Proof of insurance on any vehicle you maybe operating or riding in for work.
5. Copy of your driver's license or copy of the license of anyone that would be driving you.
6. Copy of the vehicle registration for any vehicle you may be driving or riding in for work.

You are only allowed to work 50 hours per week; NOT including travel time. We allow ½ hour travel time before and after your shift. If you work more than 50 hours, you will need to supply me with a court order granting you more work hours.

If you work in any other county other than Jones County, you will need a court order granting you specific permission to work in another county and what county it is. If it requires more than the allotted ½ hr to and ½ hr from work, you will need a court order with the specific drive times that you need.

You will need to schedule your work release interview no less than two weeks before you are scheduled to serve time. **ALL** of these items will need to be provided at the time of your work release interview. Failure to provide any of the needed items at your interview may disqualify you from the work release program.

**\*\*Due to the use of the ankle monitor program sentences less than 7 days will not be considered for work release.** If your sentence is less than 7 days but your work situation doesn't allow you to serve the time consecutively, you can request a court order allowing bifurcation or weekend turn in times.

To schedule your work release interview contact:

**Sarah Tate, Jail Administrator**  
**sarah.tate@jonescountyiowa.gov**  
**319-462-2720**