



DAUPHIN COUNTY
P E N N S Y L V A N I A
WORK RELEASE

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

Dauphin County – Direct Commitment Instructions

1. Complete the attached **Direct Commitment Intake Form** and return it to the Work Release Center Coordinator, Jennifer Coleman-Cobb via fax: 717-780-7371 or email: jcoleman-cobb@dauphincounty.gov as soon as possible or at least two weeks prior to your commitment date.
2. **Contact the Work Release Center (WRC)** to confirm receipt of your intake form & confirmation of your report date (*which MUST be a Tuesday or Thursday at 12:30pm*); **via phone:** Jennifer Coleman-Cobb 717-780-6976 / Megan Peacock 717-780-7028 or **via email:** jcoleman-cobb@dauphincounty.gov / mpeacock@dauphincounty.gov.
3. You **MUST** have a physical **and** TB/PPD (Tuberculosis) Test completed prior to your commitment date and your physician complete the attached **Health Assessment Form**. The TB/PPD Test must be completed within 60 days prior to your commitment date.

NOTE: A TB/PPD Test needs to be planted and then you must return in 48 to 72 hours to have the test read.

You can NOT wait until last minute or the day before you are to report to have this done!

NOTE: Prescription Narcotics as well as some other prescription drugs with the potential for abuse are **NOT** permitted to be taken at any time while you are a resident in the WRC. You will need to talk to your doctor about an alternative.

4. You **MUST** have a **COVID-19 Test** completed prior to commitment date. The COVID-19 Test must be completed within 7 days prior to your commitment date.

Send your completed Health Assessment form and Negative COVID-19 results to the WRC via the above email addresses or via fax at 717-780-7371 as soon as possible or at least 1 week prior to your 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 Road	4910 Ritter Road	6301 Grayson Road	6108 Carlisle Pike
Harrisburg PA 17111	Mechanicsburg PA 17055	Harrisburg PA 17111	Mechanicsburg PA 17055
717-558-6708	717-795-1819	717-920-5910	717-691-9560
Cost: \$52.00 TB Test/ \$90.50 Physical		Cost: \$25.00 TB Test/ \$75.00 Physical	
<i>**Prices are Subject to Change without Notice**</i>		<i>**Prices are Subject to Change without Notice**</i>	
Hours: Mon – Fri 8a-8p, Weekends 9a-3p (HBG OFFICE)		Hours: Mon – Fri 8a-5p	

Commitment Date: / /

You must report to the Work Release Center by 12:30pm.

****Your Commitment Date MUST be a **Tuesday** or **Thursday** at 12:30pm – if it is not – CONTACT YOUR ATTORNEY****

Report with your PA ID (or photo ID), a copy of your Health Assessment, a copy of any court papers, and your personal items. Upon arrival you will undergo an intake/orientation process before being permitted out of the center. You should inform your employer that you may not be able to attend work until the next business day.

Failure to report as directed and/or reporting without the proper paperwork or with drugs/alcohol in your system, could result in your commitment to the Dauphin County Prison!

(Pending a directive from the sentencing Judge or until medically cleared)

(YOU WILL BE DRUG & ALCOHOL TESTED)

- Personal Items to **bring** with you to WR: a maximum of 5 changes of clothes, 3 pairs of shoes, and \$60 cash. Bring your toiletries (*new & unopened*) and a one-week supply of groceries (*new & unopened*).
- Do NOT bring any beverages or products containing alcohol (*mouthwash, cough syrup, etc.*). Cell phones and tobacco products of any kind are strictly prohibited on Work Release property.
- Do NOT report with your vehicle, you must receive Director approval to be permitted to drive while in the Work Release Center (*even if your license is valid and when off WR property*).

You may find additional WR paperwork, rules, and information at www.dauphincounty.org under Government / Courts / Online Forms / Direct Commitment Packet or Female/Male Resident Guide.