

## 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 inmates. 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 inmates:

1. Inmates employed by your company may not leave their job site or assigned work. 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. Inmates 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. Inmates may not receive personal visits, use a telephone in any fashion for personal calls, text or social media access, nor may they send or receive mail while away from the facility. The employer will not receive or send any mail for inmates assigned to their supervision.
4. Inmates may not enter any residence at any time or under any circumstances unless accompanied by a supervisor.
5. Inmates may not consume or have in their possessions, at any time, an intoxicating substance or illegal/unprescribed drugs.
6. Inmates may not bring property into the facility that was found or obtained at the work site. Inmates may not receive any gifts of any type from a work supervisor or the public. This includes, but is not limited to hats, shoes, boots, clothing or food.
7. Inmates must comply with all rules established by work supervisors.
8. If you need to work an inmate overtime or if the work schedule changes, it is your responsibility to notify the facility immediately. If you authorize the inmate 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 inmate have a paycheck in their possession.
10. Unless it is an authorized job function, inmates will not have any access to Internet usage.
11. Inmates may not receive cash payments or advances from their employer. Child support or job related expenses such as uniforms, work boots, tools etc., may be deducted, but must be listed; inmates should be allowed to pick up these items upon discharge or termination of employment. Food/drinks/merchandise are not authorized deductions.
12. Inmates are not allowed to operate a motor vehicle on a public roadway.
13. You will provide worker’s compensation insurance in case an inmate is injured on the job.
14. 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.
15. I will not enter into a relationship or make unwanted advances or gestures to a co-worker.
16. I will not make unwanted verbal compliments, harass, ask favors, or request co-workers bring any items to the work location.
17. I will not discriminate against co-workers based on gender, race, religion, etc.

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.

\_\_\_\_\_  
Inmate Name/ODOC Number \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Employer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Company \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Facility Name: \_\_\_\_\_

Signature of Staff (who conducted orientation): \_\_\_\_\_