



## GREENLEE COUNTY JAIL

### Work Furlough Contract

Per ARS 11-459 The Sheriff may establish an inmate work program. Inmates are not eligible for work furlough for the following criteria set by ARS 11-459. B.

1. The inmate may pose a risk to themselves or the community.
2. The inmate has a past history of violence.
3. The inmate has been convicted of a serious offense per ARS 13-706 or sentenced as a serious offender per ARS 13-704 or are a repetitive offender per ARS 13-703.
4. Currently sentenced to jail for a felony.
5. The sentencing judge did not approve work release.
6. The inmate is being held for other legal matters.

All persons requesting work furlough must submit the following items to the Commander or designee for approval at least seven (7) days prior to the date of their court ordered commitment. All work furlough inmates will serve the first 48 hours in jail before going to work.

1. Applicant must complete this packet.
2. Applicant's employer must sign the section provided.
3. Applicant must submit two (2) most recent check stubs from their employer.
4. Applicant must submit an official work schedule with signature of employer.
5. Applicant must submit a copy of their commitment order.
6. Applicants with medical needs must have consultation with medical staff seven (7) days prior to their commitment.
7. If driving their vehicle, applicant must provide a copy of a valid driver license.

Initial each:

\_\_\_\_ 1. Work Furlough may be granted depending on the applicants' work schedule for no more than 40 hours per week.

\_\_\_\_ 2. Work Furlough may be granted after the appropriate employment verification is completed and this packet is signed by the inmate and his/her employer or immediate supervisor prior to the inmate's confinement. Inmates sentenced by a Greenlee County court will be assessed a program fee of \$10.00 per day. An inmate sentenced by any other court system will be assessed a program fee of \$60.00 per day. If the

inmate is unable to pay for all days upfront, weekly payments can be made.

- \_\_\_\_\_ 3. Inmates furloughed to work may make a brief stop for breakfast, proceed to the work site with a short break for lunch and shall return to the facility immediately after work. Any other absence from the work site will be considered a violation. The facility will provide a meal for the inmate when they return from work.
- \_\_\_\_\_ 4. No visitation, other than typical work contacts, will be allowed at their work site.
- \_\_\_\_\_ 5. Consumption or possession of alcohol, non-prescription medication, marijuana, or illegal drugs is prohibited while on work furlough or as an inmate of the Greenlee County Jail.
- \_\_\_\_\_ 6. Any violation of the law while on work furlough status is prohibited, including violation of probation.
- \_\_\_\_\_ 7. Probation officers, law enforcement officers, or Jail Officers will conduct random inspections of the inmate on the job site at any time while the inmate is out on work furlough.
- \_\_\_\_\_ 8. The employer acknowledges that any changes in an inmate's work schedule, including time and days, must be requested in writing to the Commander or designee, preferably on company letterhead and signed by the employer/supervisor at least 48 hours prior to the change taking place. Failure to meet this requirement will result in a denial of the request.
- \_\_\_\_\_ 9. Inmates granted work furlough may also be assigned "working inmate" duties if approved for "working inmate" status.
- \_\_\_\_\_ 10. If terminated from employment while on work furlough, the inmate and employer shall immediately inform the jail staff by calling 928-865-4159 and the inmate shall immediately return to the Jail.
- \_\_\_\_\_ 11. The inmate must arrange their own transportation to and from their place of employment.  
**Note:** If the inmate has an expired or suspended driver license, they will not be permitted to drive themselves.
- \_\_\_\_\_ 12. Inmates on work furlough will be subject to urinalysis, breath analysis, and/or physical searches upon return to the facility by Staff.
- \_\_\_\_\_ 13. Inmates on work furlough shall be responsible for their own medical needs and expenses.
- \_\_\_\_\_ 14. If an inmate on work furlough needs to make an unscheduled stop away from his/her job site, the inmate must first contact the Jail Commander or his designee for verbal permission. In case of an emergency the inmate must make notification as soon as reasonably possible.



For Jail Use Only:

Does the Inmate pose a risk to themselves or others?  Yes  No  
If yes, explain

Does the inmate have a history of violence?  Yes  No  
If yes, explain

Has the inmate been adjudicated on the following ARS 13-703, 13-704, or 13-706?  
 Yes  No  
If yes, explain \_\_\_\_\_

Is the inmate currently serving time for a felony conviction?  Yes  No  
If yes, explain

Is work furlough approved by the sentencing Judge?  Yes  No

Is the inmate being held for other legal matters?  Yes  No

### Documents submitted by Inmate:

Two (2) Most recent pay stubs.

Official work schedule from employer.

Copy of the commitment order.  
 Valid driver's license. (If applicable)

Approved \_\_\_\_\_ Denied \_\_\_\_\_

### Comments:

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**Jail Commander or Designee**

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Date