

NORTHWESTERN REGIONAL ADULT DETENTION CENTER  
COMMUNITY CORRECTIONS DIVISION  
147 FORT COLLIER ROAD, WINCHESTER, VA 22603  
540-665-6380

**WORK RELEASE PARTICIPANT INFORMATION**

1. On the date and time, you are to report to the Northwestern Regional Adult Detention Center, you must report directly to the Main Jail for processing (booking, medical screening, classification, and drug testing) prior to being moved to the Community Corrections Center. If your report date/time is in the evening, processing will not begin until the following business day. If your report date/time is on a Friday evening, processing will not begin until Monday or the next business day. No processing occurs on weekends or holidays.
2. All prospective Work Release participants will be drug tested prior to acceptance into the program. If you report to jail under the influence of drugs or alcohol, you will not be accepted into the Work Release Program until you test negative for any/all substances. You will be required to wait seven (7) days before you are eligible for a retest. All Work Release participants will be charged \$15.00 per month for random drug testing.
3. When reporting, please do not bring in more than one change of clothing. You will need to ask family or friends to drop off property at the main jail after you are moved to the Community Corrections Center. Property is accepted Tuesday and Thursday (8:00 a.m. to 11:00 a.m. and 3:00 p.m. to 6:00 p.m.); Wednesday (8:00 a.m. to 11:00 a.m. and 1:00 p.m. to 3:00 p.m.); and Friday (8:00 a.m. to 11:00 a.m.). If you are arriving from another facility where you were allowed to possess items that are not allowed in the Work Release Program, you should release or mail these items to family or friends prior to your arrival at this facility.
4. Once employment begins, you will be charged \$20.00 per day for Work Release fees, \$5.00 per day for the GPS unit and a \$1.50 daily jail incarceration fee, for a total of \$26.50 per day (fees are subject to change). If you are court ordered to Work Release for less than 30 days, your Work Release fees must be paid in advance. If your fees are not paid, you will not be eligible to work.
5. All your earned income along with the deduction stub must be delivered or mailed by your employer to the Community Corrections Center on the same day that you are paid. You are not allowed to bring in your own paychecks. Your paycheck will be deposited into your Main Inmate Fund account. Distribution of wages will be made for the following purposes: Court ordered child or spousal support payments; court fines/costs and restitution; travel/other expenses necessary for employment or court ordered participation in a rehabilitative or educational program; Work Release and jail fees. Any remaining balance can be released at the end of each month or at the end of the participant's sentence.
6. You will be issued a hygiene kit at the Main jail during processing and when these items are used, you must purchase hygiene items through the Canteen Store only. Other items such as writing supplies, stamps, candy, underwear, and snacks may also be purchased through the Canteen Store and the cost will be deducted from your account. Canteen orders will be limited to \$30.00 per week unless child support or fees are owed, then your account will be restricted to \$15.00 per week.
7. Work Release housing units are equipped with both washers and dryers and each inmate is responsible for washing their own clothing. There is no charge for using the machines; however, you must purchase laundry detergent at a cost of .50 cents per box. Laundry soap is issued weekly, and inmates are required to sign the "Laundry Soap Log" for the number given. The cost of each box will later be deducted from their account.
8. Telephones are available for inmate use in each housing unit. Both collect calls and personal identification number debit calls are available. Direct dialed debit calls will be limited to four (7) calls per week and the cost will be deducted from your account. If calling collect, pre-payment arrangements may be necessary. Cell phones are prohibited unless required by the employer and specifically approved by Work Release staff. If the Work Release participant is approved to use a cell phone, it will not be permitted inside the Community Corrections Center.
9. It is important that you inform your employer that you will be in the Work Release Program, and they will have to agree to participate. Please have your employer complete an "Employer's Community Work Agreement" and return it to the Community Corrections Center. Work Release staff must contact your employer to verify your job and other necessary information (current business license and certificate of liability insurance is required). If you are self-employed, you will also need to provide a copy of your current business license, a certificate of liability insurance, and the most recent year's tax return for your business.
10. If operation of a motor vehicle is necessary for transportation to and from your place of employment, you must provide proof of valid operator's license, DMV registration and automobile insurance. Alternatively, you can have up to two approved drivers. Prior to transport, your driver(s) must bring their driver's license, registration, and insurance card to the Community Corrections Center to be copied for your file. Participants may walk up to (4) miles from the jail or ride a bicycle up to (7) miles from the jail to your place of employment.
11. Work Release participants may work (7) days per week at (1) full-time job or (2) part-time jobs approved on a case-by-case basis. You may not be out of the facility for more than 16 hours (to include scheduled hours + round trip travel time) within a 24-hour period and must be in the facility for 8 consecutive hours within each 24-hour period.
12. The detention center is a non-smoking and tobacco free compound. If you are found to be in possession of any tobacco products, matches, or cigarette lighters, you will be charged with a major rule violation. If found guilty, you will be subject to disciplinary sanctions and can be permanently removed from Work Release for the remainder of your sentence.
13. Visitation schedule for the Community Corrections Center: Video visitation is available for inmates through use of an approved video visitation kiosk or docking station. Visitation blocks are limited to 30 minutes. No visits are permitted during the hours of 11:30 a.m. to 1:30 p.m., 4:00 p.m. to 7:00 p.m., and 11:00 p.m. to 8:00 a.m. The operating hours for the on-site kiosk are Monday through Friday during the hours of 8:30 a.m. to 11:00 a.m. and 1:30 p.m. to 3:00 p.m., excluding holidays.