



LUCAS COUNTY COURT OF COMMON PLEAS
REGIONAL COURT SERVICES
WORK RELEASE PROGRAM
1111 Madison Avenue
Toledo, Ohio 43604
(419) 213-6051

Deborah L. Gasser
Director

The following information is provided as a guide for people who will be serving sentences in the Lucas County Work Release Program. While the information in this pamphlet is meant to be consistent with the written rules of the facility, it does not override any of the policies found in the Resident Agreement or the Resident Manual. Official rules for the program will be issued to each resident when they are actually placed in our custody.

- 1.) If you have been sentenced by Maumee Municipal, Oregon Municipal, or Sylvania Municipal Court, you will be required to make a \$100.00 pre-payment upon entering the Work Release Program. This is only a deposit and is normally refunded two business days after you are released from custody. Any person who does not make the required deposit in a timely manner will be transferred to the Corrections Center of Northwest Ohio.
- 2.) While in the Work Release Program each individual is expected to act as a responsible adult. Very few things will be provided for you while you are in custody. You will be provided a bed with linens, three meals per day, and possibly drug, alcohol, or psychological counseling. You will be required to bring everything else with you. Since you will not be permitted to go home and collect your belongings, you may want to bring the following items with you:

Toilet Paper	Bath Towel
Wash Cloth	Soap
Shampoo	Tooth Brush
Tooth Paste	Small Plastic Flash Light
Disposable Razor	Shaving Cream
Alarm Clock (Battery or Wind-Up)	

The following list includes some of the items you will not be permitted to have while in custody:

Radios or Music Players	Large Safety Pins
Wire Coat Hangers	Glass Bottles
Large Belt Buckles	Lottery Tickets
Aerosol Cans	Laundry Detergent (sold here)
Cigarettes	Cigarette Lighters
Powdered Items (baby powder, foot powder, ect.)	
Birth Control Devices other than by prescription	

In addition, it is illegal to bring alcoholic beverages, drugs, or weapons into a correctional facility. Anyone with these items will be subject to arrest and prosecution.

- 3.) The Lucas County Work Release Program is not responsible for loss, theft or damage to your property while you are in custody. Any items of great value should be left at home.
- 4.) If you are employed you may keep \$50.00 on your person while in our custody, however unemployed residents are only permitted to have \$20.00 on their person at any time. Any money above these amounts, and all balance of account checks from the regional jail will be placed on your account. If a resident requires money from their account, a written request must be submitted three working days in advance.
- 5.) You will be responsible to clean your own clothing while in our custody. Coin operated laundry facilities are available. Your bedding will be cleaned for you once each week.
- 6.) Over-the-counter medications may be brought into the facility provided they are in an unopened container. If cough medication is needed it must be non-alcoholic, non-narcotic, and in a plastic bottle.

Prescription medication should be brought in as a new refill without any missing doses. Any prescription found to be missing doses must be approved by a Case Manager which may result in a slight delay.

NO MEDICATION, INCLUDING OVER THE COUNTER MEDICATION, MAY BE USED BY WORK RELEASE RESIDENTS WITHOUT APPROVAL OF THE STAFF.

- 7.) If you plan to drive a vehicle while in our custody, you must bring your insurance policy and registration with you. It takes three business days for driving privileges to be approved and you should arrange alternate transportation for the first few days.
- 8.) It normally takes up to two business days to process new Work Release Residents before they can return to work. While we make every effort to process residents within twenty-four hours, people sentenced to this program should make arrangements with their employer to miss up to two work days **BEFORE** they enter this facility.
- 9.) Cellular phones are prohibited unless required for your employment. Residents who make movements within the community will be required to provide a phone.
- 10.) You may have two adult visitors and as many of your own non-adult children visit two days per week. You will be given a visitor's schedule upon entrance into the program.