

**Armstrong County Jail**  
**Work Release Program**

Work Release is a privilege for minor offenders who have been sentenced to serve time in jail. This privilege provides the offender with the opportunity to maintain their employment and satisfy his/her financial obligations to the community and their family, while still being held accountable for the sanctions of the Courts with respect to his/her freedom.

To apply for work release privileges the offender may ask for a work release application from the Armstrong County Jail staff or online through the Armstrong County website (<http://www.co.armstrong.pa.us/departments/public-services/jail>).

After completing the Work Release Application it is to be turned into the Work Release Coordinator along with a money order for \$20.00 for the application fee.

If the offender is turning in their application prior to being sentenced, it can be dropped off or mailed to:

Armstrong County Jail  
Attention: Work Release Coordinator  
171 Staley's Courts Road  
Kittanning, PA 16201

The actual application process will begin after the Work Release Coordinator has received the offender's application. The overall application process generally takes 5-10 business days to be completed in its entirety. If the offender's application is approved he/she will be moved into the Work Release Housing unit once a three day classification period has taken place after initial incarceration. The offender will meet with the Work Release Coordinator and review the rules and regulations of the program. The offender will have to submit to a urine drug test BEFORE their first day of work and he/she will be randomly tested thereafter.

Violation of any rule of the Work Release Program or other rule of the jail may result in immediate loss of work release privileges for the remainder of the offender's sentence.

\*Receipt of the application and application fee by the jail must occur no more than a minimum of 14 days prior to the date of sentencing. This is a non-refundable fee. Applications that are pre-submitted in this manner will have the entire screening process completed prior to sentencing to allow the offender's quicker placement into the Work Release program, unless mitigating circumstances arise.

**Regardless of the timelines of the application submission, there is no guarantee of placement into the Work Release program.**

**Armstrong County Jail**

**Application for Work Release/Community Service Program**

***\*YOU WILL NEED TO PROVIDE A COPY OF YOUR EMPLOYER'S WORKER'S  
COMPENSATION AND BUSINESS I.D. NUMBER\****

Name \_\_\_\_\_ Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Home Address \_\_\_\_\_

Contact Number (if applicable) \_\_\_\_\_ Marital Status \_\_\_\_\_

Charges \_\_\_\_\_

Sentence \_\_\_\_\_

Do you have any pending charges or violations? \_\_\_\_\_

Have you used drugs or alcohol? (specify) \_\_\_\_\_

How recent was the use of drugs or alcohol? \_\_\_\_\_

Employer Name/Address \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Contact Number \_\_\_\_\_

Type of Work/Position \_\_\_\_\_ Length of Employment \_\_\_\_\_

Pay Rate \_\_\_\_\_ Hourly/Weekly/Bi-Weekly/Monthly (circle one)

Taxes filed last year \_\_\_\_\_ (Provide copy of taxes)

Are taxes taken out of your paycheck? \_\_\_\_\_

Scheduled Work Days & Hours \_\_\_\_\_

\_\_\_\_\_

Job location \_\_\_\_\_

Estimated Time of Travel \_\_\_\_\_

Does job location vary from day to day? \_\_\_\_\_

Transportation Plan \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Remarks \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_  
Signature of Applicant

Date

\_\_\_\_\_  
Print Name

**\*\*\*VERIFICATION\*\*\***

By my signature above, I hereby verify that the statements made in this application are true and correct to the best of my knowledge, information and belief. I understand that this verification is made pursuant to the provisions of 18 Pa. C.S.A. 4904 relating to unsworn falsification to authorities and that any false statements may cause me to be subject to criminal prosecution under that section and any other section which may apply.

**§ 4904. Unsworn falsification to authorities.**

- (a) **In general.**--A person commits a misdemeanor of the second degree if, with intent to mislead a public servant in performing his official function, he: (1) makes any written false statement which he does not believe to be true; (2) submits or invites reliance on any writing which he knows to be forged, altered or otherwise lacking in authenticity; or (3) submits or invites reliance on any sample, specimen, map, boundary mark, or other object which he knows to be false.
- (b) **Statements "under penalty"**--A person commits a misdemeanor of the third degree if he makes a written false statement which he does not believe to be true, on or pursuant to a form bearing notice, authorized by law, to the effect that false statements made therein are punishable.
- (c) **Perjury provisions applicable.**--Section 4902(c) through (f) of this title (relating to perjury) applies to this section.
- (d) **Penalty.**--In addition to any other penalty that may be imposed, a person convicted under this section shall be sentenced to pay a fine of at least \$1,000.  
(Nov. 29, 2006, P.L.1481, No.168, eff. 60 days)