

Instructions for Work Release Application

1. Read the Guidelines & Criteria.
2. Fill out the application **completely**.
3. Read the Rules & Regulations / Term & Conditions thoroughly (contained within the application), print your name and signature on the last page.
4. Provide all requested documentation regarding your transportation plan.
5. If you are planning on using the bus, consult a bus schedule!! Part of the application requires a written description of your bus route to & from work. You will need to demonstrate that you know how to use the public bus system. CATA bus schedules and Ride Guides are available at various locations within Centre County, however you may want to visit the CATA web site; <http://www.catabus.com> .
6. Have your employer contact Ms. Brown at the phone number listed below.
7. Return the completed documents to Centre County Correctional Facility, 700 Rishel Hill Rd., Bellefonte , PA. 16823. Direct them to: Lorinda Brown, Re-Entry Specialist. Mailing these documents is not recommended as it takes much longer. You may give the packet to the receptionist or Officer at the front door.

Please direct all inquiries to the Work Release Coordinator for Centre County Correctional Facility:

Lorinda Brown
Phone # : (814) - 548 - 1165
Fax # : (814) - 548 - 1151
Email: [lfckb@WbFYti bhmpa.\[cj](mailto:lfckb@WbFYti bhmpa.[cj)

Note: Once all the above requirements are completed satisfactorily your application will be reviewed by the Work Release Coordinator, the Probation & Parole Dept., and the presiding Judge. Failure to complete any of these steps appropriately will delay your application process.

Some Advice from the Coordinator.....

It is in your best interest to carefully read the criteria, the application, as well as the rules & regulations. You will be held accountable for the information contained within. In addition, many of your questions may well be answered by doing so.