



# DAUPHIN COUNTY PENNSYLVANIA WORK RELEASE

Matthew A. Miller, Director  
919 Gibson Blvd. Steelton, Pa. 17113  
Phone: 717-780-7002 Fax: 717-780-7371

## Dauphin County – Direct Commitment Instructions

1. **Contact the Work Release Center (WRC)** to confirm receipt of your court order and confirmation of your report date (*which MUST be a Tuesday or Thursday at 12:30pm*); **via phone:** Jennifer Coleman-Cobb 717-780-6976 / Megan Peacock 717-780-7028 or **via email:** [jcoleman-cobb@dauphincounty.gov](mailto:jcoleman-cobb@dauphincounty.gov) / [mpeacock@dauphincounty.gov](mailto:mpeacock@dauphincounty.gov).
2. Complete the attached **Direct Commitment Intake Form** and return it to the Work Release Center Coordinator, Jennifer Coleman-Cobb via email: [jcoleman-cobb@dauphincounty.gov](mailto:jcoleman-cobb@dauphincounty.gov) or fax: 717-780-7371 as soon as possible after sentencing or (*preferably*) at least two weeks prior to your commitment date.
3. **You MUST have a Physical and TB/PPD (Tuberculosis) Test COMPLETED prior to your commitment date and your physician fill out the attached Health Assessment Form.** The TB/PPD Test must be completed within 60 days prior to your commitment date and physical within 1 year prior to your commitment date.

NOTE: A TB/PPD Test needs to be planted and then you RETURN to the provider in 48 to 72 hours to have the test read.

You can NOT wait until last minute or the day before you are to report to have this done!

Send a copy of your COMPLETED Health Assessment Form to the WRC via *the above* email addresses or fax

as soon as possible or at least 1 week prior to your commitment date and bring the original with you when you report.

NOTE: Prescription narcotics and various other prescription drugs that carry a risk of abuse are **NOT permitted** during your stay at the WRC (\*Including, but not limited to: Gabapentin, Seroquel, & Wellbutrin\*). It may be necessary for you to consult with your healthcare provider about a weaning off process or alternative options.

*The health assessment can be completed at your primary care physician or an authorized health care provider such as:*

### Concentra (East Shore Locations)

6301 Grayson Road  
Harrisburg, PA 17111  
717-920-5910

4200 Union Deposit Road, Ste. G, H  
Harrisburg, PA 17111  
717-558-6708

### Concentra (West Shore Locations)

6108 Carlisle Pike  
Mechanicsburg, PA 17055  
717-691-9560

4910 Ritter Road  
Mechanicsburg, PA 17055  
717-795-1819

**Medical Center Hours:** Monday – Friday 8:00 a.m. - 5:00 p.m. (NOTE: TB/PPD Test are NOT Administered on Thursday's)

**Prices:** \$75.00 TB/PPD Test & \$124.00 Physical

\*\*\*\*Prices are Subject to Change\*\*\*\*AND\*\*\*\*Insurance May NOT be Accepted\*\*\*\*

**Commitment Date:**                      /                      /

**You must report to the Work Release Center at 12:30pm.**

\*\*\*\*Your Commitment Date MUST be a **Tuesday** or **Thursday** at 12:30pm –if not– **CONTACT YOUR ATTORNEY**\*\*\*\*

Report with your PA ID (or photo ID), original Health Assessment Form, a copy of any court papers provided at sentencing, and your personal items. Upon arrival you will undergo an intake/orientation process before being permitted out of the center. You should inform your employer that you may not be able to attend work until the next business day.

**Failure to report as directed and/or reporting without the proper paperwork or with drugs/alcohol in your system, could result in your commitment to the Dauphin County Prison!**

(pending a directive from the sentencing Judge or until medically cleared)

**YOU WILL BE DRUG & ALCOHOL TESTED!**

- Personal Items to **bring** with you to WRC: a maximum of 5 changes of clothes, 3 pairs of shoes, and \$60 cash. Bring your toiletries (*new & unopened*) and a one-week supply of groceries (*new & unopened*).
- Do NOT bring any beverages (*liquid or powder*) or products containing alcohol (*mouthwash, cough syrup, etc.*).
- Tobacco products of any kind are strictly prohibited on Work Release property.
- Do NOT report with your vehicle, you must receive Director approval to be permitted to drive while in the Work Release Center (*even if your license is valid and when off WRC property*).

**You may find additional WRC paperwork & information at** [www.dauphincounty.gov](http://www.dauphincounty.gov) under Courts & Prison (*Top Right, Click*), Court Departments / Work Release Center / Online Forms / Dauphin County Sentence - Direct Commitment Packet or Resident Guide.