



DAUPHIN COUNTY P E N N S Y L V A N I A WORK RELEASE

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

Out of County – Direct Commitment Instructions

STEP #1: FILL OUT & SUBMIT the Out of County Cases Direct Commitment Application form to the Work Release Center (WRC) via email: jcoleman-cobb@dauphincounty.gov / mpeacock@dauphincounty.gov or via fax: 717-780-7371 as soon as possible **BUT at least 1 month prior to your sentencing date.**

STEP #2: Once the defendant receives pre-approval their attorney needs to contact Supervisor, Megan Peacock or the Work Release Coordinator, Jennifer Coleman-Cobb to get the **Order of the Court for Out of County Direct Commitments**. This is a court order that needs to be signed “as is” by the other County sentencing Judge at the time of sentencing. If this order is not signed by the Judge as directed, the Dauphin County Work Release Center reserves the right to deny the defendant’s transfer at any time. **NOTE: The Dauphin County Work Release Center ONLY admits Direct Commitments (Walk-Ins) at 12:30pm on Tuesday’s & on Thursday’s.**

The WRC Supervisor or Coordinator will provide the attorney (along with the transfer order) the defendant’s report date, which will be AT LEAST two weeks after the date of sentencing (to allow the Wardens of both counties and the Director of Work Release to authorize the transfer and for all the necessary transfer paperwork to be completed).

STEP #3: The defendant must complete a physical and TB/PPD (Tuberculosis) Test, within 90 days prior to their commitment date. They must have their physician complete the work release center’s **Health Assessment** Form and return it to the WRC via email: jcoleman-cobb@dauphincounty.gov / mpeacock@dauphincounty.gov or via fax: 717-780-7371 as soon as possible **BUT at least 2 weeks prior to your sentencing date.**

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****

STEP #4: Once the defendant is sentenced and given a date to self report they **MUST** contact Supervisor, Megan Peacock at 717-780-7028 / mpeacock@dauphincounty.gov or the Coordinator, Jennifer Coleman-Cobb at 717-780-6976 / jcoleman-cobb@dauphincounty.gov (the defendant should call the same day they are sentenced). **ALL** paperwork to include the sentencing County’s order, Dauphin County Transfer Order, and the defendants completed Health Assessment need to be forwarded to the Work Release Center, at least two weeks prior to your report date.

What the defendant can/cannot bring on their report date: a maximum of 5 changes of clothes, 3 pairs of shoes, toiletries (new & unopened), and a one-week supply of groceries. You **CAN NOT** bring any beverages (powdered mixed or liquid) or products containing alcohol (mouthwash, cologne, & cough syrup). Narcotics prescribed by your doctor are not permitted to be taken at any time while in the Work Release Center, as well as some other commonly abused prescription medications (**Including, but not limited to:** Gabapentin, Seroquel, & Wellbutrin). Bring no more than \$60 in cash. Tobacco products of any kind are strictly prohibited on Work Release property.

NOTE: Director approval is required to drive while in the Work Release Center, **DO NOT** report with your vehicle.

The defendant MUST report with a Security Deposit of \$500 (subject to change at any time) to the gate of the Work Release Center at **12.30 pm**. Upon arrival you will undergo an orientation process, and you should inform your employer that you may not be able to attend work until the next business day. **Failure to report as directed or reporting under the influence of alcohol/drugs will result in your commitment to Dauphin County Prison pending transfer back to your sentencing county.** If you have any further questions, please contact Supervisor, Megan at 717-780-7028 or Work Release Coordinator, Jennifer at 717-780-6976.