



**Office of the Sheriff**  
**Alternative Incarcerations Branch**  
**Pre-Release Center**  
**10520-B Judicial Drive**  
**Fairfax, Virginia 22030**  
**Phone: 703-246-2206 or 2208**  
**Fax: 703-5: 7/2: 35**

Employer's Community Work Agreement (Part A)

Company Name:			
Company Address:			
Telephone #:			
Supervisor:			
Transportation:			
Work Days:		Overtime: YES NO	
Start Date:		# of Days a Week:	
Sign out Time:	Work From:	Work Till:	Return Time:
Position/Job Title:		Starting Salary: (Hourly)	
Date of 1 <sup>st</sup> Pay Check:		Direct Deposit: YES NO	
Payday:		Offender's Anticipated Release Date:	

I, \_\_\_\_\_, authorize my employer to release to the Fairfax County Sheriff's Office records of my time, attendance, and pay information while I am under the supervision of their office. I further authorize my employer to release my paycheck to a member of the Sheriff's staff during this same period of time. I also authorize the Sheriff's Office to take legal action on my behalf in cases of non-payment of wages or checks returned for insufficient funds.

\_\_\_\_\_  
Offender's Signature      Date

\_\_\_\_\_  
Staff Witness Signature

To:

The offender must attend mandatory treatment programs and center meetings. Also, advise the Vocational Section of any pay that is being withheld pending payment of the first paycheck. All payroll checks returned for insufficient funds will be charged a return check fee. An administrative processing period of up to 72 hours may be required to finalize all Work Release.

**Fairfax County Sheriff's Office  
Alternative Incarceration Branch  
10520-B Judicial Drive  
Fairfax, Virginia 22030  
Fax: 703-385-0813**

**Employer's Community Work Agreement Policies**

1. No inmate in the Alternative Incarceration Branch (AIB) is to be considered an agent of the County, State or Federal Government.
2. This Work Agreement neither constitutes nor implies a contractual agreement between the Fairfax County Sheriff's Office and the Employer.
3. All wages earned by an inmate in the Work Release Program or the Electronic Incarceration Program shall be paid to the inmate. No loans or advance payments may be given to the inmate.
4. Failure of an inmate to perform his or her work task in a satisfactory manner shall be reported to the AIB staff.
5. While employed, the inmate shall be covered by the employer's insurance and/or workman's compensation insurance as required by law.
6. In the event of a strike, each inmate working at the affected business will be offered the choice of continuing to work or of refusing to cross the picket line, during the strike. In the event of violence or any situation where the safety and security of the inmate may be endangered by reason of a strike, the Sheriff's Office reserves the right to preclude the inmate from crossing the picket line for the duration of the violence or other danger.
7. The use of narcotics or other drugs, not lawfully possessed by or prescribed to, the inmate is prohibited. The consumption of alcoholic beverages by any inmate is also prohibited.
8. The inmate must return to the AIB immediately upon the conclusion of each work day. An inmate may not leave work early without the prior approval of AIB Staff.
9. The employer will notify the AIB staff in the event of any unusual incident involving the inmate or in the event of any unauthorized absence or tardiness.
10. An inmate may be allowed to work overtime only if a request has been made, in advance, by the employer to the AIB staff and provided that suitable transportation arrangements can be made by the inmate/employer.
11. Deviation from the work schedule and hours designated at the time of employment is not allowed unless the AIB staff makes prior authorization.
12. An inmate is not allowed to operate a company vehicle unless it is required and approved in advance by the AIB staff.
13. If an inmate is injured on the job he or she should receive outpatient treatment at a hospital or doctor's office used by the employer, workmen's compensation forms completed and, the AIB staff should be notified of any such injury or hospitalization immediately.
14. In the event that the inmate's employment is terminated for any reason, the employer will notify the AIB staff immediately.
15. The employer will notify the AIB staff of changes in the inmate's job site location.
16. The employer will allow the AIB staff to conduct on site job inspections to verify the following: work progress of the inmate; his/her presence or unauthorized absence on the job; work schedules. At no time will the inmate be allowed to leave the work site during his/her scheduled hours.
17. An inmate must work at least 36 hours per week. They may not work more than 12 hours a day and must have at least one (1) day off per week.
18. Inmates employed at restaurants are not permitted to work split shifts.
19. The inmate will not have family or friends visit their place of employment.

I understand the above policies and agree to cooperate fully with the Fairfax County Sheriff's Office in carrying out these policies. I understand that this agreement does not obligate me to employ any inmate. Any offer of employment to an inmate will be at my discretion and will be contingent upon the availability of the position.

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Employer's Name Printed

Employer's Signature

Date