



King County

Department of Adult and Juvenile Detention, Community Corrections Division

WORK EDUCATION RELEASE REPORTING INSTRUCTIONS

Phone (206) 296-1240 Fax (206) 296-1797

Location:

King County Courthouse
516 - 3rd Ave in Seattle; 10th Floor, Suite 1028

Business Hours:

Monday - Friday, 8 am – noon and 1 – 4 pm
(please do not bring children to the WER office)

When a judge has ordered you to Work Education Release (WER), you **MUST** make contact with the WER office **in person** or by **telephone no later than the following business day**. All paperwork, including the Employment Verification and Release of Information Form, must be submitted within **7 days**. Eligibility must be verified prior to your admittance to WER. Male participants must be employed or a referral from Drug Court, Mental Health Court, or Veterans Court.

Below is the process for admittance into Work Education Release (for males only):

Males Only: Ensure that the *Employment Verification and Release of Information Form* has been submitted to the WER office **within 7 calendar days** of your court order. WER staff will verify your employment. **Work Education Release is an alternative to jail only if eligible. If employment cannot be verified before your report date, you must report to the King County Jail to serve out your sentence in jail.**

Everyone:

Scheduling Information:

- Call or come into the WER office to schedule an appointment for your intake interview.
- Complete all information on all forms and submit within the requested time frame.
- Attend your scheduled intake interview, which can be done in person or by phone.

Intake Interview Information:

- Please bring all paperwork given to you by the court, including a copy of the commitment order to WER, the signed Conditions of Conduct Order for the program, and your most recent pay stub if you have them. We will review your personal information and eligibility.
- If you have been ordered to treatment, please be prepared to provide the type of treatment, the name of your treatment provider, their telephone number and fax number. Please be prepared to sign a Release of Information.
- At your intake appointment, you will be given a report date to report to the WER office (which will be on or before the date ordered by the Court).

Reporting to Work Education Release:

- On your report date, report to the WER office at the specified time. You will be booked into WER through the King County Jail. Only bring items that are allowed under WER program rules provided at your Intake interview.
- After your booking into Work Education Release, you will attend an Orientation with your caseworker to review the WER program rules, work schedule, financial obligations, etc.