

**Schedule changes not received at least 48 hrs.**  
**Prior to the event will NOT be accepted.**

**ELECTRONIC MONITORING DEPT.**

**OUTAGAMIE COUNTY SHERIFF OFFICE**  
**GPS/Work Release Center Inmate Employment Record**

GPS/DRC (920) 832-2252

Email: GPSDesk@outagamie.org



**Fax (920) 832-4929**

**Inmate Name:** \_\_\_\_\_

Employer Name: \_\_\_\_\_ Street Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Work address (if different than above): \_\_\_\_\_ City: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Employment Information: Employed: Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_ Pay Date: \_\_\_\_\_  
Actual number of paid hours for the week: \_\_\_\_\_ Paid: Weekly / Bi-Weekly / Other (explain \_\_\_\_\_) (circle)

Method of Transportation: \_\_\_\_\_

Estimated time in minutes: (Circle one) 15 30 45 60

Scheduled work hours for the week of: \_\_\_\_\_ through: \_\_\_\_\_ (month/date/year)

	<b>Work Hours Scheduled</b>		<b>Depart Jail</b>	<b>Return Jail</b>
Day	Start Work (AM/PM)	End Work (AM/PM)	Time (AM/PM)	Time (AM/PM)
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
(**The employer may be contacted by an officer or accounting clerk to verify work hours)				

Note:

**Hours permitted to be released from the jail will be 12 hours per day/ up to 70 hours per week.**  
**Including travel time.**

**This form must be returned faxed or Emailed to the Work Release Center NO LATER THAN FRIDAY for the next work week.**