

## **JONES COUNTY ELECTRONIC MONITORING PROGRAM APPLICATION PROCESS**

The first step in the process for consideration for work release OR in home detention is to fill out an Electronic Monitoring Application. This application will then need to be turned in to the Jail Administrator of the Jones County Jail. Once the application has been received, an interview will be scheduled and completed for the electronic monitoring program. Below is a list of items required for this interview.

### **Work Release Interview – Work Release will not be considered for sentences 7 days or less**

1. A letter of employment signed by your employer. Information needed in this letter:

**COMPANY NAME, ADDRESS AND PHONE NUMBER**

**FOREMAN OR MANAGER’S NAME AND PHONE NUMBER**

**HOW LONG YOU HAVE BEEN EMPLOYED WITH THIS COMPANY**

**YOUR WEEKLEY SCHEDULE (DAYS AND THE HOURS YOU WILL BE WORKING WHILE INCARCERATED)**

**YOUR HOURLY WAGE/SALARY**

2. Your most recent paycheck stub or if self-employed or a subcontractor a copy of your W9 form and the previous year’s tax returns.
3. Proof of your employer’s workman’s comp insurance. If self-employed, proof of your health insurance.
4. Proof of insurance on any vehicle you may be operating or riding in for work.
5. Copy of your driver’s license or copy of the license of anyone that would be driving you.
6. Copy of the vehicle registration for any vehicle you may be driving or riding in for work.

You are only allowed to work 50 hours per week; NOT including travel time. If you work more than 50 hours, you will need to supply a court order granting you more work hours. If you work in any other county other than Jones County, you will need a court order granting you specific permission to work in another county and what county it is.

### **In Home Detention Interview – In Home Detention will not be considered for sentences 2 days or less**

1. Proof of residency in Jones County – this can be a current utility bill, a lease or rental agreement, mortgage statement, three pieces of current mail
2. Proof of insurance on any vehicle you may be operating or riding in
3. Copy of your driver’s license or copy of the license of anyone that would be driving you.
4. Copy of the vehicle registration for any vehicle you may be driving or riding in for work.

You will need to schedule your electronic monitoring program interview no less than two weeks before you are scheduled to serve time. **ALL** of these items will need to be provided at the time of your electronic monitoring interview. Failure to provide any of the needed items at your interview may disqualify you from the electronic monitoring program.

To schedule your electronic monitor program interview contact:

**Sarah Tate, Jail Administrator**  
**sarah.tate@jonescountyiowa.gov**  
**319-462-2720**