

MARYLAND DIVISION OF CORRECTION
Work Release Agreement

Inmate's Name: _____ DOC # _____

A. I agree that I will:

1. Turn over to the Division of Correction (DOC) my "net" work release earnings (wages, worker's compensation, bonuses, tips, vacation pay, gratuities, and training stipends) after mandatory deductions for taxes and the pay stub showing the hours worked. I understand the DOC will deduct from my net earnings the actual costs of my room, board, clothing, and transportation as well as court-ordered support, restitution, fines, and/or court costs; the balance of my earnings will be credited to my reserve or spending account and the unspent balance turned over to me upon my release from DOC or within 60 days after release;
2. Make payments from my account for court-ordered obligations for which the DOC is not authorized to withhold from my earnings;
3. Not open any banking or credit union accounts without permission of the Warden/facility administrator/designee;
4. Not represent myself as an agent, employee, or involuntary servant of the DOC while out of the institution;
5. Not receive visits, make or receive personal telephone calls (except to call the institution), conduct personal business, enter into civil contracts, or incur any indebtedness while in the community;
6. Carry my identification card at all times and present my identification card if questioned and/or arrested by any law enforcement official;
7. Not occupy a private vehicle at any time unless I have the permission of designated DOC staff. Under no circumstances will I operate a licensed vehicle on a public road. I will not operate any non-licensed vehicle or equipment without prior authorization by my case management specialist;
8. Not use or possess alcoholic beverages, illegal substances, or contraband of any kind, and I will submit on demand to any test prescribed by the DOC or any law enforcement agency;
9. Immediately report to my supervisor, case management specialist, and the medical department any injury that occurs at my place of work;
10. Adhere to all laws;
11. Not hitchhike or use any unauthorized public transportation;
12. Report to work appropriately dressed and ready to work each scheduled workday unless I am excused from work by a DOC employee or unless I am sick and have reported to sick call;
13. Notify my employer, case management specialist, and the custody control office of the reason before my scheduled departure time from the unit if I am not reporting to work;
14. Not be absent from work due to family leave or for an institutional visit;
15. Travel to and from my worksite by the method and routes authorized by the case management department;

