

MARYLAND DIVISION OF CORRECTION

**NOTIFICATION TO OUT-OF-STATE LAW ENFORCEMENT AGENCY**

TO: \_\_\_\_\_  
(*Law Enforcement Agency*)

FROM: \_\_\_\_\_  
(*Case Management Specialist*)

DATE: \_\_\_\_\_

Periodically, inmates on work release from the \_\_\_\_\_ will be working in your jurisdiction with authorized and approved work release employers. These employers are based in Maryland but may perform work in your jurisdiction.

An inmate who participates in the Maryland Division of Correction’s work release program has been fully screened, assessed, and approved for participation in the program. All inmates in the program are classified to pre-release security. All authorized and approved work release employers are fully aware of their supervision requirements for work release inmates.

Please be aware that institutional staff make unannounced job site checks to ensure proper supervision is being maintained and to provide further accountability of work release inmates. All work release inmates have signed a waiver of extradition.

If you should have any concerns or questions regarding this matter, please contact me for further clarification or information. If your agency determines that having work release inmates in your jurisdiction occasionally will not create any problems, please contact me at the telephone number provided below. Also, should you ever have a question or concern, or if there should ever be an investigation regarding any work release inmate from this facility, please contact me as soon as possible.

Thank you for your consideration in this matter.

\_\_\_\_\_  
Warden/Facility Administrator

\_\_\_\_\_  
Telephone Number

Distribution:  
Original – File  
Copy – Each Supervisor