



**DEPARTMENT OF CORRECTIONS**

**Central Office**

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DATE: 12/19/2018

Dear Employer:

Paul Brown, # 232177, is in the Department of Corrections Work Release program and residing at the halfway house, workhouse or jail listed below. Offenders selected for this program have been released early from a State Correctional Facility in order to establish themselves in the community. Public safety is the first priority of the Department of Corrections, therefore, we must know where each offender is at all times. The following is a list of minimum expectations of offenders who are on Work Release.

- Offenders must notify employers of their Work Release status.
- It is preferred a work releasee be guaranteed a minimum of 40 hours per week. Work releasees must be paid at least minimum wage. "Commission only" jobs are not acceptable forms of employment.
- Work releasee must be paid by check, either weekly, or bi-weekly, with the number of hours printed on the check stub, or the check. Appropriate taxes must be taken out and reflected accordingly.
- Staff at the Residential Community Corrections Facility must be able to verify a work releasee's whereabouts at all times. The work releasee must be accessible by telephone. Work releasees are not allowed to carry cellular phones or pagers. However, he/she may be reached through a supervisor who carries a cellular phone or pager with prior approval from the agent.
- Work releasees employed at outside job sites (i.e., in construction, landscaping) must be guaranteed employment in inclement weather.

We would like to work with your company so that everyone benefits from this arrangement. If an offender is consistently late for work, calls in sick, or is not performing to your expectations, please notify the program listed below. If at any time during a work releasee's employment, you have questions or concerns, please contact the case manager listed below. If you have any questions regarding this letter, or need further clarification, please contact me at (651) 361-7127.

Sincerely,

Terry Byrne  
Work Release Director

CASE MANAGER: Lauri Woodard FACILITY: Portland House



**Sarah Tomlinson LSW**  
Case Manager  
Portland House

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pc: Offenders File