



Alternative
Community
Service
(407) 836-3077

Community
Surveillance
(407) 386-3057
(407) 836-0385

Pretrial Services
(407) 836-0370
(407) 836-3113

Probation
(407) 836-3000

Central Intake
(407) 836-3099

COMMUNITY CORRECTIONS DIVISION

3723 Vision Boulevard

Reply To: Post Office Box 4970

Orlando, FL 32802-4970

EMPLOYMENT VERIFICATION LETTER

You are required to provide your Home Confinement Officer or have your employment fax to the Home Confinement Office a letter on their company letterhead. The letter must contain the following.

1. You are either a full time or part time employee.
2. That you have not been terminated or suspended.
3. The days you are required to work.
4. Your scheduled shift (start time and end time).
5. The name and phone number of your immediate supervisor.

This letter is due to your Officer prior to being allowed to start working. You cannot begin to work until you are given an approved work schedule from your Home Confinement Officer. Failure to provide the letter will result in your not being granted a work schedule and you will remain at your residence.

The letter may be faxed to: **(407) 836-3066**. Please inform your officer when the letter has been faxed.

Orange County Community Corrections Department
Community Surveillance Unit
3723 Vision Blvd.
Orlando, FL 32839