



Department of Public Safety and Correctional Services

Division of Parole & Probation – Ellicott City Office

District Court Multi-Service Center, 3451 Courthouse Drive, Ellicott City, MD 21043-4581
(410) 480-7920 • FAX (410) 480-7910 • TOLL FREE (877) 379-8636 • V/TTY (800) 735-2258 • www.dpscs.state.md.us

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Directions for pre-trial/recently released clients for Community Supervision:

When you are released you are to report within 48 hours to the Community Supervision Office (Ellicott City) located at the Howard County Multi-Service Center in the Howard County District Courthouse.

The location is:

3451 Court House Drive, Ellicott City, MD 21043
Second Floor (formerly Parole & Probation)
Phone #: 410-480-7920
Fax#: 410-480-7910

***Howard County Transit: Located along the Yellow Bus Line**

When you report to the Community Supervision Office you are to bring in with you your release papers from the Detention Center or the Commissioner's office. The documentation should indicate the conditions of your release. Also, bring in the documentation that verifies your home address (this can be a bill from BGE, cable bill etc.). This documentation must be dated from the current month. If you are employed, you are also to bring in with you documentation verifying your employment (paystub, letter from employer).

Once you have arrived at the Community Supervision Office, you are to sign-in on the Agent sign-in clip board and indicate that you are there for "intake." Once you have done this you will be asked to hand in any paper work you have from the Detention Center or Commissioner's office (court order, release papers, pre-trial release papers, home verification, employment verification, etc). At that time, you will be given paper work labeled "Intake Personal Information Form" and "Gun Possession Form". Once you have properly filled out this paper work, you will need to hand this back to the receptionist.

Intake processing can take more than an hour, so it is best to report in for intake in the morning, beginning at approximately 8:30am, and understand that lunch time and early afternoon can be busy, which there may be longer delays.

Failure to complete intake processing will be considered a violation of your release and action may be taken against you.

If you have any questions or concerns about what is required of you when being released, please call the Community Supervision Office at #410-480-7920 and ask to speak to an Agent of the Day and they will assist you.