

# GEORGIA DEPARTMENT OF CORRECTIONS

COMMISSIONER'S OFFICE

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**Brian P. Kemp**  
*Governor*

**Tyrone Oliver**  
*Commissioner*

May 5, 2023

Via Email Only

Lowndes County Board of Commissioners  
Attn: Robin Cumbus  
P.O. Box 1349  
Valdosta, GA 31603  
rcumbus@lowndescounty.com

RE: WORK DETAIL AGREEMENTS

To Whom It May Concern:

Please find enclosed a copy of the work detail agreement for your signature. Please review the enclosed agreement for accuracy. Once you have signed the document, you should send the original electronically, pdf format, to the facility contact's email as described in your agreement (Notice Section) no later than June 1st. Should you decide that you will not be using a work detail for this fiscal year, please notify the department at the following email address [charles.hodges@gdc.ga.gov](mailto:charles.hodges@gdc.ga.gov). Please state NO DETAIL NEEDED in the subject line as well as the name of your entity and the GDC facility which provides your detail(s).

As a Department, we are moving towards electronic contract records. As a result, we are asking that you accept your fully executed contract in electronic format. Please supply the email address you wish to have the fully executed contract sent to when you forward the signed contract to your respective facility. Make certain that you type this information and check it for accuracy versus handwriting this information. In the event you need an original paper copy of the agreement, please advise the facility of the same in writing. Again, we are moving towards electronic contract records and as a result responding to paper request may result in a delay to your fully executed agreement being received in an expeditious manner.

Very Truly,  
Charles Hodges  
Attorney III, Contracts

Enclosure: