

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Professional Contact/ Correspondence With Ex-Offenders Concerning Employment/Educational Accomplishments	PAGE <u>1</u> OF <u>4</u> NUMBER: 78-REL-04
RULE/CODE REFERENCE:	SUPERCEDES: NEW
RELATED ACA STANDARDS:	EFFECTIVE DATE: March 24, 2005
RELATED AUDIT STANDARDS:	APPROVED: <i>Reginald Q. Wilkinson</i>

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE:

The purpose of this policy is to establish a clear understanding regarding the appropriate professional contact with ex-offenders in an effort to gather educational, career-technical, and/or employment information after release.

III. APPLICABILITY:

This policy applies to all persons employed by the Ohio Department of Rehabilitation and Correction, independent contractors, and volunteers who provide a service to the Department.

IV. DEFINITIONS:

Ex-Offender Contact Log (DRC4365) - Form utilized to record employment/educational accomplishment information compiled from ex-offender correspondence.

Institutional Employee – Employee working within a prison facility.

Professional Contact/Correspondence - Documented contact at the institutional employee's work site including, but not limited to written, telephone, and/or email contact with ex-offenders that provides staff with the ex-offender's educational, career-technical, and/or employment information.

Unauthorized Relationship - A relationship with any individual under the supervision of the Department of Rehabilitation and Correction, an ex-inmate, or anyone under the jurisdiction of a criminal court, which has not been approved by the Appointing Authority. Refer to DRC Policy 31-SEM-07 for details.

V. POLICY:

It is the policy of the Ohio Department of Rehabilitation and Correction to make provisions to meet the education, career-technical, and employment goals of each inmate. The Department will collect information, in conjunction with other state agencies via correspondence and data sources, regarding education, career-technical, and employment data on ex-offenders.

VI. PROCEDURES:

A. Professional Contact with Current Offenders

1. Offenders nearing release may correspond professionally with institutional employees outside of their parent institution for individual and pertinent education, career-technical, and employment information and assistance.
2. Institution employees, including but not limited to education, apprenticeship supervisors, chaplains, and unit management, shall advise offenders of their ability to contact institutional employees regarding their employment/educational accomplishments after their release.

B. Requests for Information from Ex-offenders

1. If professional correspondence includes a request for information, the institution employee shall respond to the request. In the event the institutional employee is unable to fulfill the request, the document should be forwarded to the supervisor who will review it and forward it to the appropriate DRC administrator. The DRC administrator will determine which employee will officially respond to the inquiry on behalf of the Department.
2. Examples of professional correspondence from ex-offenders may include, but may not be limited to:
 - a. confirmation of employment
 - b. application inquiries
 - c. certification/program inquiries
 - d. employment inquiries
3. Upon ex-offender request for a job recommendation, an institutional employee may utilize the ex-offender's most recent Inmate Evaluation Report (DRC2012) completed during the ex-offender's incarceration.
4. Correspondence received from any ex-offender must be in compliance with DRC Policy 31-SEM-07, Unauthorized Relationships.

C. Professional Contact from Ex-Offenders

1. When an institution employee member receives professional correspondence from an offender, it should be documented on their Ex-Offender Contact Log (DRC4365). Failure to provide documentation of a contact may result in a referral to the Managing Officer for investigation, as described in DRC Policy 31-SEM-07, Unauthorized Relationships.
2. Professional contact information with ex-offenders concerning employment/educational accomplishments documented on the Ex-Offender Contact Log (DRC4365) will include:
 - a. the ex-offender's name;
 - b. the ex-offender's former institution number;
 - c. the date and time of the call/written correspondence;
 - d. the purpose of the call/written correspondence;
 - e. any follow-up request or action.
3. This Ex-Offender Contact Log (DRC4365) will be maintained by each institutional employee to document and respond to any correspondence regarding ex-offender employment/educational accomplishments information.
4. The original of each quarterly Ex-Offender Contact Log (DRC4365) will be submitted to the Warden or designee on the last day of the month of January, April, July, and October.
6. A copy of each quarterly Ex-Offender Contact Log (DRC4365) will be submitted to the Institutional Department Head and the Offender Job Linkage Administrator in the Bureau of Quality and Community Partnerships on the last day of the month of January, April, July, and October.
7. Central Office Administration may, at their discretion, instruct their institutional employees to forward copies of their quarterly Ex-Offender Contact Log (DRC4365) to their attention.
8. Correspondence received from any ex-offender must be in compliance with DRC Policy 31-SEM-07, Unauthorized Relationships.

D. Institutional Employee Correspondence to Ex-Offenders

1. When needed to provide additional education, career-technical, and/or employment information, institutional employees may have professional contact with ex-offenders.
2. When an institution employee contacts an ex-offender concerning employment/educational accomplishment information, it will be documented on the Ex-Offender Contact Log (DRC4365).
3. Correspondence received from any ex-offender must be in compliance with DRC Policy 31-SEM-07, Unauthorized Relationships.

E. Institutional Employee Correspondence to Potential Employers of Ex-Offenders

1. Institutional employees may respond with a specific work performance recommendation to a potential employer's inquiry of an offender or ex-offender. This may be done utilizing a copy of the ex-offender's most recent Inmate Evaluation Report (DRC2012) completed during the inmate's incarceration.
2. When a potential employer contacts an institutional employee or when an institutional employee contacts a potential employer, concerning employment/educational accomplishment information, it will be documented on the Ex-Offender Contact Log (DRC4365).

DRC4365 Ex-Offender Contact Log

DRC2012 Inmate Evaluation Report