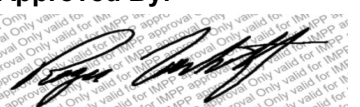


KANSAS DEPARTMENT OF CORRECTIONS

 <p>INTERNAL MANAGEMENT POLICY AND PROCEDURE</p>	<p>SECTION NUMBER</p> <p>11-124D</p>	<p>PAGE NUMBER</p> <p>1 of 3</p>
	<p>DECISION MAKING: Letter of Recommendation for Offenders</p>	
<p>Approved By:</p>  <p style="text-align: center;">Secretary of Corrections</p>	<p>Original Date Issued: 04-04-19</p> <p>Replaces Version Issued: N/A</p> <p>CURRENT VERSION EFFECTIVE: 04-04-19</p>	

APPLICABILITY:	<input type="checkbox"/> ADULT Operations Only	<input type="checkbox"/> JUVENILE Operations Only	<input checked="" type="checkbox"/> DEPARTMENT-WIDE
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POLICY STATEMENT

Consistent with the principles of risk reduction, and as part of the department’s ongoing effort to increase the job readiness of offenders, and their ability to obtain and sustain employment upon return to the community, it shall be the policy of the department for staff, including state and contract, partners such as private industry or employers hiring offenders in work release, and volunteers who provide volunteer services that include supervising offenders in any job, to provide a letter of recommendation on offenders they supervise in jobs held by offenders during incarceration. Procedures and a standard form for providing a letter of recommendation are set out in this policy. It shall not be considered an act of undue familiarity, as defined by IMPP 02-118D, for any employee, contractor, partner or volunteer working with offenders under the supervision of the department to provide a letter of recommendation for offenders, when they have had sufficient time to observe the offender’s performance.

Copies of any letters of recommendation provided regarding an offender shall be made a part of the offender’s master file and shall be included in and made available to the offender as part of the offender’s release papers, at the time of release.

DEFINITIONS

Offender: Persons who are currently under the authority of the correctional system or have been under the authority of correctional systems in the past. This includes persons incarcerated with the Kansas Department of Corrections and post incarceration status.

OWDS (Offender Workforce Development Specialist): Practitioners who have completed Offender Workforce Development Specialist training who deliver offender workforce development services to the offender population.

Private Industry: The term used to refer generally and collectively to private prison based and private non-prison-based employment.

Risk Reduction: Decreasing that likelihood of further risk behavior through evidence-based practices.

Staff: Professionals employed by the Kansas Department of Corrections to include people honoring a contractual relationship with the Kansas Department of Corrections who work with the offender population.

Volunteer: Any person (including an intern) who, through his/her own initiative, provides a service to a facility or field services and has completed orientation and basic volunteer training program.

Work Release: Any of the Department's work release programs as authorized by KSA 75-5267 and governed by KSA 75-5268, applicable Internal Management Policies and Procedures, and facility general orders as approved by

the Secretary of Corrections or designee. Work release programs assist inmates in community reintegration by allowing them to leave confinement and work in the community under general supervision and structure.

PROCEDURES

I. When it is Appropriate to Provide a Letter of Recommendation

- A. Any staff of the department, staff of a contractor to the department, private industry partner, employer hiring offenders placed in work release with the department, or volunteer, shall be eligible to provide a letter of recommendation regarding an offender under the supervision of the department.
- B. It is appropriate to provide a letter of recommendation regarding any offender who he or she observed for a period of time sufficient to have adequate information to assess job performance. Generally, the observation period shall be 6 months or longer, at the rate of 20 hours per week or more. An exception is allowed for good cause, provided the circumstances allow for adequate information to assess performance.
- C. A letter of recommendation shall be provided for the purpose of giving the offender an objective and informative record of his or her work done during incarceration, so the offender can use this information in his or her job search upon entering work release or upon release to the community.
- D. If any employer receives the letter of recommendation provided pursuant to this policy, the individual providing the letter of recommendation shall make him or herself reasonably available to respond to inquiries by mail or phone from potential employers.
- E. No confidential information about the offender's treatment or health care shall be included in any letter of recommendation.
- F. A letter of recommendation shall not be given or withheld for any personal or inappropriate reason on the part of the person providing the information.

II. How to Provide a Letter of Recommendation

- A. A letter of recommendation shall be provided by completing the Letter of Recommendation (Attachment A [female] or Attachment B [male]).
- B. The completed Letter of Recommendation shall be provided to the offender's counselor upon completion.
- C. The completed Letter of Recommendation shall be placed in imaged documents.
- D. The offender shall be provided a copy of the completed Letter of Recommendation either at the point he or she enters work release, and begins job searching, or upon his or her release to the community, as part of his or her release papers.
- E. The person completing the Letter of Recommendation shall have access to the retained copy if necessary to respond to follow up inquiries by potential employers.

III. Other Issues

- A. As soon as possible, the Letter of Recommendation shall be made available electronically in SharePoint, so that the completed form is available to case managers and others working with the offender.
- B. Detail supervisors are encouraged to contact job specialists, risk reduction staff, or staff or volunteers who are delivering OWDS services and job readiness classes, to receive information about evidence-based practices related to offender job readiness and risk reduction, to enhance the

detail supervisor's ability to provide a letter of recommendation relevant to employers and offender job search efforts.

- C. Staff delivering OWDS/Job Readiness services shall provide information, informally or through formal training, to detail supervisors, to support their ability to provide a letter of recommendation relevant to employers and offender job search efforts.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

None.

REFERENCES

KSA 75-5267, 75-5268
IMPP 02-118D

ATTACHMENTS

Attachment	Title of Attachment	Page Total
A	Letter of Recommendation (female)	1 page
B	Letter of Recommendation (male)	1 page

Letter of Recommendation – [YEAR]

Address, City, ST, Zip | Facility Phone #

To Whom it May Concern:

It is my pleasure to recommend Ms. *[Offender's Last Name]* for employment with your organization. I have worked with *[Offender's Last Name]* for *[X years/months]* as her supervisor, where she used her skills of *[Relevant Skill(s)]* to deliver good results in the role of *[Position at Facility]*. I am confident that *[Applicant's]* skills, professional experience, and personal qualities will make her a powerful asset at your organization.

As *[Previous Position]*, *[Offender's Last Name]* demonstrated her *[2-3 DETAILED skills or experiences relevant to target position]*. In particular, *[example 1 proving aforementioned qualities]*. Moreover, *[example 2]*.

What's more, *[Offender's Last Name]* positive *[1-2 positive personal qualities/traits or skills]* always made her a stand-out member of the team. During *[X event/project/situation/crisis/etc.]*, she showcased her *[trait/skill 1]* qualities to *[achieve positive result]*.

Ms. *[Offender's Last Name]* has my highest recommendation. I have no doubt she will make a strong addition to your team.

Sincerely,

[Your Signature]

[Your Name, Job Title]

Letter of Recommendation – [YEAR]

Address, City, ST, Zip | Facility Phone #

To Whom it May Concern:

It is my pleasure to recommend Mr. *[Offender's Last Name]* for employment with your organization. I have worked with *[Offender's Last Name]* for *[X years/months]* as his supervisor, where he used his skills of *[Relevant Skill(s)]* to deliver good results in the role of *[Position at Facility]*. I am confident that *[Applicant's]* skills, professional experience, and personal qualities will make him a powerful asset at your organization.

As *[Previous Position]*, *[Offender's Last Name]* demonstrated his *[2-3 DETAILED skills or experiences relevant to target position]*. In particular, *[example 1 proving aforementioned qualities]*. Moreover, *[example 2]*.

What's more, *[Offender's Last Name]* positive *[1-2 positive personal qualities/traits or skills]* always made him a stand-out member of the team. During *[X event/project/situation/crisis/etc.]*, he showcased her *[trait/skill 1]* qualities to *[achieve positive result]*.

Mr. *[Offender's Last Name]* has my highest recommendation. I have no doubt he will make a strong addition to your team.

Sincerely,

[Your Signature]

[Your Name, Job Title]