



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

Click here to enter date

RE: Enter Name and DOC # if applicable

Dear Click here to enter employer name:

Thank you for hiring a Washington State Department of Corrections reentry participant. As an employer and member of the community, you play a vital role in the reentry process and successful transition of individuals to the community.

Transition programs operate under laws and policies that permit an individual to serve a portion of their Prison sentence in the community only for specific reasons such as employment. During this time, working will allow them to save money, pay taxes, and continue their treatment and programming.

1. You have the right to be informed of the participant's crime of conviction and any other information that is a matter of public record.
2. Please contact me if the participant fails to show up for work, calls in sick, states they cannot work, has a pattern of tardiness or absence, is involved in problems with co-workers, or other issues that arise which might affect their social adjustment or work performance.
3. Work plan changes must be approved in advance, including requests for time off or to leave work early. Please contact me if the participant will need to work overtime or return later than scheduled due to work related matters. The participant may not leave the work site, to include breaks and lunch, or have visitors. Participants must be supervised/monitored at all times and may not have supervisory authority over other program participants.
4. Authorized cell phones in the possession of the participant will only be used in accordance with your company policies. Excessive use of personal cell phones while at work should be addressed and reported to the case manager.
5. Salary advances are prohibited except for individuals housed at a Reentry Center facility. Advances or loans cannot be accepted without the case manager's approval.
6. I will occasionally contact the participant at the work site and you or their supervisor to discuss their attendance and performance. These contacts will be done in a manner that minimizes disruption to you or other employees.
7. To the extent possible, accommodations will be made to work around a participant's scheduled work day for the purposes of attending programming, reporting to a Department of Corrections office, or otherwise making themselves available for contact. That being said, scheduling conflicts do arise, and there may be instances where the participant will be required to attend an appointment with Department of Corrections during business hours. We apologize for the inconvenience this may cause.

We believe that communication is key to the success of the program and your employee. Please call me if you have any questions or concerns.

Thank you for your support! Transition programs would not be able to continue without employers like you providing opportunities to our participants.

Sincerely,

Case manager

"Working Together for SAFE Communities"