DEPARTMENT OF CORRECTIONS

Policy Number:	**402.300**
Title:	**EMPLOY Program**
Effective Date:	**11/6/18**

PURPOSE: To reduce recidivism by equipping offenders with employment readiness, employer connections, and reinforcing positive change.

APPLICABILITY: Offenders in the areas of MINNCOR Industries, Institutional Community Work Crew (ICWC), OnTrack, education department, or as referred by the commissioner or corrections or a warden

DEFINITIONS:

Institutional Community Work Crew (ICWC) – an offender group working on projects identified as appropriate by the DOC work release/ICWC unit in cooperation with local units of government and nonprofit agencies. (See Policy 205.110, "Institutional Community Work Crew (ICWC) Program.")

OnTrack – a vocational and MINNCOR partnership program offered to offenders to provide education and MINNCOR work experience for specific industries.

Participant – an offender who has been accepted into the EMPLOY program.

Portfolio – three-ring binder or USB drive containing copies of a participant's résumé, job leads generated by EMPLOY staff, and other job search related materials.

PROCEDURES:

A. To qualify for the program, an offender must submit an application to verify that all of the following criteria are met:
   1. The offender is within the last five years of the offender's sentence.
   2. The offender has one of the following:
      a) Six months of positive MINNCOR Industries work experience during the final five years of the offender's current sentence;
      b) A certificate from a career technical program from the final five years of the offender's current sentence;
      c) Currently enrollment in the OnTrack program;
      d) Currently enrollment in the institution community work crew (ICWC) program; or
      e) A referral from the commissioner of corrections or warden.

B. EMPLOY staff members review applications and send response letters to applicants with an explanation of the next step in the process, if applicable. EMPLOY staff scan documents into OnBase and create an electronic file to track all correspondence.

C. The following program packets are mailed out according to the designated schedule as follows:

1. Welcome packet (upon acceptance), which includes such examples as an introductory letter, and a barriers and strengths assessment.

2. One-year packet (one year prior to release), which includes such examples as an introductory letter and a monthly financial budget worksheet.

3. Six-months packet (six months prior to release), which includes such examples as an introductory letter, and a personal data record.

D. Training

Approximately three months prior to a participants' release, the participant attends two days of mandatory job search training. Assignments are given on the topics discussed and participants are expected to complete and submit the assignments in order to remain in good standing with the EMPLOY program.

E. Release

Upon release, the participant receives a portfolio or USB, which contains copies of the participant's resume, job leads generated by EMPLOY staff, and other job search related materials. Portfolios/USBs are mailed or delivered in person, depending on the location of a participant. Exceptions may apply based on the participant's conditions of release, housing, or treatment status, or if the participant has a detainer.

F. Retention Visits:

1. An in-person visit, phone call, or e-mail with the participant must occur:
   a) Within one week of the participant's release into the community;
   b) One month post-release;
   c) Three months post-release;
   d) Six months post-release;
   e) Nine months post-release; and
   e) One year post release.

2. Additional follow-up may be available as determined by participant need.

3. During each visit, goals are established by the participant that the participant must work towards accomplishing by the subsequent visit.

G. Participants must abide by the following stipulations in order to remain in good standing with the EMPLOY program:

1. Pre-release:
   a) After acceptance, maintain a positive work history with MINNCOR Industries;

   b) Notify EMPLOY staff of acceptance into any early release program (such as the Challenge Incarceration Program (CIP) or work release); and

   c) Attend two days of job search training.

2. Participant paperwork:
   a) Complete and return all documents form the program packets before day two of job search training or retention services will be put on hold; and

b) Participant must have submitted completed résumé worksheets and/or résumé and job search assignments.

3. Discipline:
   a) Maintain a clean discipline record within the final year of incarceration.

   b) If the participant receives discipline within the final year, a letter and behavior contract is sent to the participant. The participant must draft and submit a one-page discipline response along with a signed behavior contract within 30 days of the date the letter was sent. Failure to return the discipline response and signed behavior contract within 30 days results in the participant being dropped from the program.

   c) More than one discipline infraction within the final year of incarceration and post-release results in the participant being dropped from the program.

4. Post-release:
   a) Update EMPLOY staff of employment status;

   b) Communicate any changes in contact information such as address, phone number, email address, etc.

   c) Attend all scheduled meetings or contact EMPLOY to reschedule, if necessary; and

   d) Complete an exit evaluation upon completion of the program.

5. Release violation:
   a) In the event a participant violates the conditions of the participant's release, the participant is sent a release violation discipline letter and behavior contract.

   b) The participant must draft and submit a one-page discipline response along with a signed behavior contract within 30 days of the date the letter was sent. Failure to return the discipline response and signed behavior contract within 30 days results in the participant being dropped from the program.

   c) Participants who are extended or dropped from the program due to discipline post-release, and are re-incarcerated longer than one year, are rescheduled for two days of mandatory job search training approximately three months prior to the participant's release.

INTERNAL CONTROLS:

A. All activity, with regard to the participants, is maintained and tracked in OnBase.

ACA STANDARDS: None

REFERENCES: Minn. Stat. § 241.27
Policy 205.110, "Institutional Community Work Crew (ICWC) Program"

REPLACES: Division Directive 402.300, "EMPLOY Program" 6/17/14.

All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: EMPLOY Application (402.300A)

APPROVALS:
Deputy Commissioner, Facility Services
Deputy Commissioner, Community Services
Assistant Commissioner, Facility Services
Assistant Commissioner, Operations Support