

Sixth District Department of Correctional Services POLICY	Issue Date 03/13/20	Effective Date 03/25/20	Policy Number 1901-20
Subject INTAKE		Review Month December	Author 0111 (SBL)
Rescinds 1901-09	References		

POLICY:

In addition to the regular intake process completed by residential and field staff with offenders, Employment Services Program (ESP) staff does a specialized intake review with offenders to ensure appropriate employment counseling occurs.

PROCEDURE:

1. An Employment Services Program intake is conducted with the offender. The offender executes and complies with the job seeking expectations as presented during the intake process. Topics covered include but not limited to:
 - A. Identification and Social Security Card availability. The Employment Team Staff assists offenders to obtain proper identification if necessary including authorization of passes granting permission to travel to necessary locations to secure those documents.
 - B. Immediate job interests;
 - C. Special skills, certificates or licensures;
 - D. Job preparedness;
 - E. Current job prospects;
 - F. Long-range career goals;
 - G. Involvement with other agencies;
 - H. Physical, psychological or legal (EX: sex offenders working in daycare) barriers;
 - I. Educational status;
 - J. Employment history;
 - K. Basic resource needs;

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PROCEDURE: (continued)

- L. Relationship status;
 - M. Children and child support issues;
 - N. Positive supports in the community.
2. All offenders are required to complete intake/orientation covering the following areas:
- A. Intake/Orientation Job Seeking/Employment Expectations;
 - B. Job Seeking Furlough (for persons in residential);
3. In the event the offender is employed at the time of intake, the Employment Services Team determines if continuing in that employment is in the best interests of the offender after considering:
- A. Length of time at current job;
 - B. Employment history;
 - C. Suitability of employment to program rules/guidelines;
 - D. Criminal history;
 - E. Disabilities;
 - F. Appropriate workplace environment;
 - G. Long-range career goals.

BY ORDER OF:

Bruce Vander Sanden, District Director