

Sixth District Department of Correctional Services POLICY	Issue Date 03/13/20	Effective Date 03/25/20	Policy Number 1902-20
Subject EMPLOYMENT APPROVAL		Review Month December	Author 0111 (SBL)
Rescinds 1902-09	References		

POLICY:

Staff ensures a process is followed that is consistent with the mission of the Employment Services Program team for job placement of offenders.

PROCEDURE:

1. Employment is approved in consultation with the offender's supervising agent and the Employment Services team.
2. For offenders in the residential program, the resident completes the employment verification form provided by the facility. Upon submission of a resident's request for employment approval, the Employment Services Program staff, or designee, reviews the facility employment verification form.

BY ORDER OF:

Bruce Vander Sanden, District Director