

Working with Justice-Involved Participants Webinar - Participant Guide

Purpose

This course assists you in applying resources and strategies when working with justice-involved W-2 participants.

Objectives

Upon completion of this course, you will be able to:

- Define basic justice-involved terminology;
 - Apply case management strategies when working with justice-involved W-2 participants; and
 - Identify resources to use when working with employers.
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Contact Information

Questions regarding this training material should be directed via your local agency process to the Partner Training Team,

Email: PTTTrainingSupp@wisconsin.gov

A contact person is available to answer e-mailed questions related to this training material, assist you in completing any activity that you are having difficulty with, and/or provide explanation of anything else about this training material.

Questions regarding W-2 production cases and systems should be directed via your local agency process to the BWF Work Programs Help Desk at:

Email: bwfworkprogramshd@wisconsin.gov

Telephone: (608) 422-7900.

W-2 Policy questions should be directed to your Regional Office staff.

DCF is an equal opportunity employer and service provider. If you have a disability and need information in an alternate format, or need it translated to another language, please contact (608) 535-3665 or the Wisconsin Relay Service (WRS) – 711.

For civil rights questions call (608) 422-6889 or the Wisconsin Relay Service (WRS) – 711.

Stepping Out of Your Comfort Zone



Justice Involved Statistics

Number of people on probation or parole in 2016: _____

Length of parole in Wisconsin is nearly _____ the national average

Average percentage of justice-involved W-2 participants: _____

Some counties have _____

Notes:



Justice-Involved Terminology

Dehumanizing terms such as “criminals”, “offenders”, “felons”, and “prisoners” stigmatize individuals and continue to do so even after they serve their sentence and reintegrate into the community.



By using terms such as justice involved, we acknowledge an individual's _____ identity.

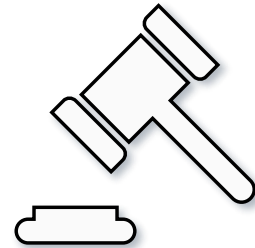
Notes:

Arrest vs. Conviction



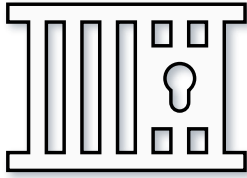
Arrest record includes:

Conviction record includes:



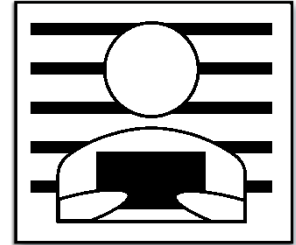
Notes:

Misdemeanor vs. Felony



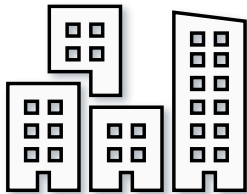
A _____ is a crime whose punishment could result in a prison term of one year or longer.

A _____ is any crime not punishable by imprisonment in the prison system.



Notes:

Probation vs. Parole



_____ supervision in lieu of prison.

_____ supervision following a period of incarceration.



Notes:

Justice-Involved Case Management

Working with Participants

Justice-involved participants may need assistance obtaining vital documents for employment.

Notes:



Resume Building and Employment Applications



What sort of information do you believe recently released participants should include on their resume?

Notes:

Tips for Applications and References:

Can use a probation or parole officer, PO, as a reference if they have positive feedback.

Cannot use prison supervisors as references.

Collect "evidence of rehabilitation" (letters of recommendation, proof of training, etc.)

If the application only asks about felony convictions and you only have a misdemeanor, say no.

Only answer what is asked, and be honest.

If asked "have you ever been convicted of a crime?" on a job application, state, "Yes, will explain."

Do not use prison jargon or slang terms.

Letter of Explanation

Your Name
Milwaukee, WI
Your email
111-222-3333

Re: Letter of Explanation

Insert Date Here.

Dear Sir or Madam,

The things I value most are honesty, integrity and directness. Therefore, in anticipation of the criminal background check, you will find that in October of 2006 I was convicted of the offense of Armed Robbery - Use of Force. I served 24 months in prison for my crime. Upon release in 2008, I unfortunately returned to the same negative influences and the same circle of negative associations

**EXAMPLE of a
Letter of Explanation**

For the full example of a letter of explanation, check out:

<https://www.fairshake.net/wp-content/uploads/2012/04/Letter-of-Explanation.pdf>

Notes:

Interview Skills

Justice involved participants should be up-front with employers about their convictions.

What key points do you think justice-involved participants should bring up to the employer?



Notes:

Working with Employers

There are perks for employers when hiring justice involved participants.

Fidelity Bonding

Individuals who may benefit most from this bond:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Work Opportunity Tax Credit

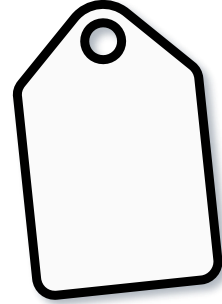
Tax credit available for employers when they hire these individuals:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Selling Points

Justice involved individuals...

- ... have lower turnover rates than conventional hires.
- ...may have to maintain employment as a condition of probation or parole.
- ...may be drug tested by their PO on a regular basis at no cost to employers.
- ...stay with a job longer and are less likely to voluntarily quit their jobs.



Notes:

Resources

Consider checking out:

- References used in developing this course
- Job Center of Wisconsin – Ex-Offender Toolkit (<http://wisconsinjobcenter.org/exo/>)

Collaborating Partners

It is important to collaborate with anyone else justice-involved participants may be working with to ensure they receive a full range of appropriate services.

Probation and Parole Officers (POs)

Consider:

- Activities or conditions required for probation or parole which may include
 - treatment,
 - education or training,
 - community service,
 - parenting classes, or
 - therapy
- Restrictions that may impact ability to participate in assigned activities



Other Collaborating Partners

Other supports vary depending on the community. Consider checking out:

- Partners in Hope (<https://www.thecommunitywarehouse.org/partners-in-hope>)
- The Way Out (<https://www.twout.org/>)
- Circles of Support (<https://211wisconsin.communityos.org/>)

Notes:

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