

## EXAMPLE/LETTER OF REPRIMAND

(Date)  
(Name of Employee)  
(Address)

Re: Letter of Reprimand

Dear (Name of Employee):

The purpose of this letter is to formally discipline you in the form of written reprimand for the reasons detailed below.

### **Statute, Rule, Policy, Practice or Procedure Violated**

(Example)

OP-110215 entitled "Rules Concerning the Individual Conduct of Employees"

#### VII. Regulations Governing Activities and Relationships with Inmates or Offenders/180 Day Ex-Inmates or 180 Day Ex-Offenders

##### A. Definitions

1. Inmates will be defined as persons under the care or custody of a state/private or community based facility. Offenders are defined as those under supervision of ODOC.
2. "180-day ex-inmates" are those persons who are within 180 days of the date following their discharge from ODOC custody. Ex-offenders are defined as those persons who are within 180 days of the date following termination from ODOC supervision.

##### B. Prohibited Activities with Inmates or Offenders and 180-Day Ex-Inmates or 180-Day Ex-Offenders

1. Accepting or offering a gift, money, or anything of value, directly or indirectly. This prohibition includes any member of the inmate's/offender's or 180-day ex-inmate's/offender's family.

### **Description of Acts or Omissions Constituting the Reason for Discipline**

(Example)

On (date) you accepted four tires for your personal vehicle from Mrs. Jane Doe, the mother of inmate John Doe #XXXXXX who was, on that date, incarcerated at the facility where you are employed.

**Steps Which May be Taken to Resolve the Problem**

(Example)

By (date) you are to re-read OP-110215 and meet with the shift supervisor to discuss any questions or seek clarification regarding the sections dealing with the regulations governing activities and relationships with inmates and their families, and ensure that no further violations occur.

**Prior Disciplinary Action**

(Example)

On (date), you were issued a Letter of Concern for your unprofessional conduct with inmates.

**Consequences if the Above or Similar Offense is Repeated**

Progressive disciplinary action, up to and including termination, may be taken for any future violations which are the same or similar.

**Opportunity to Respond**

You may respond to this Letter of Reprimand in writing. Any written response will be filed in your personnel file with this Letter of Reprimand.

Sincerely,

\_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_  
(Appointing Authority's Signature)

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

Distribution: Original to employee  
Copy to personnel file  
Copy to chief administrator of Employee Services