

EXAMPLE/WRITTEN 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.

Statement of Act, Incident or Omission 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.

Previous Employee Engagement and Disciplinary Actions

(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. You have 5 business days to respond.

Right to file a Complaint

You have a right to file a complaint with the Civil Service Division, within ten business days of the date of the disciplinary action. A copy of the Civil Service Division petition is attached. All CSD complaints must be filed online at: <https://oklahoma.gov/omes/services/human-capital-management/civil-service.html>.

Sincerely,

(Supervisor's Signature)

(Appointing Authority's Signature)

(Employee's Signature)

(Date)

Distribution: Original to employee
Copy to disciplinary file

Copy to chief administrator of Human Resources

Attachment: Attachment D "Written Response to Discipline"
CSD Complaint Petition

(R 06/22)