

SUPERVISION\DCC\SUPERVISION PROCESS\EMPLOYMENT VERIFICATION

***Rename this section "Client Employment"**

Client Employment

.01 AUTHORITY

[Wisconsin Administrative Code DOC 328.04\(2\)](#)

.02 GENERAL STATEMENT

Finding and maintaining employment is an important factor in increasing offender stability, reducing financial stress, and providing a means to pay court-ordered obligations.

Meaningful supervision requires that the agent be aware of an offender's employment status and any change of employment. Guidance for entry of employment information into COMPAS is provided in the [Social History Information](#) section of ECRM as well as the [DCC Offender Employment Standards and Guidelines](#) document. The offender must report employment on the Report Form ([DOC- 8](#)). The offender's failure to provide accurate information on the [DOC-8](#) constitutes a violation of supervision.

Supervision rules require that an offender notify the agent of any employment change within 72 hours. Agents should discuss with the offender that it is good business practice to give their present employer a two-week notice of their intent to change jobs. Should the new job situation become problematic, the offender will then have a greater chance of returning to a prior employer.

.03 OTHER MEANS OF VERIFICATION

In addition to relying upon the Report Form, the agent should verify employment by other means such as:

- Contacting the employer
- Visiting the offender on the job
- Requiring the offender to present check stubs
 - If the offender is self-employed, means of legal income verification include:

- Copies of job contracts and payment receipts
- Copies of quarterly tax statements
- Copies of building/selling permits

These documents are not to be retained in the case file but rather used for verification and then destroyed. The agent should document information relevant to this verification in COMPAS.

.04 EMPLOYER NOTIFICATION

The agent must use discretion concerning employer contact. Offenders at times do not tell employers of their past criminal convictions and supervision status as they feel such information may jeopardize their job. In some cases, the agent may determine that contact with the employer is not necessary. However, when the offender's conviction or prior record substantially relates to the conditions of employment, the agent must notify the employer of the offender's supervision status. The employer must be notified by the Department if any offender with an assaultive history is employed in a nursing home, child care center, or hospital.

If an offender is prohibited from possessing a firearm, and they are employed in a position that includes contact with firearms, the agent has an obligation to notify the employer of the offender restrictions. The agent cannot approve employment that places the offender in a situation where the offender would be in violation of the law or in violation of the rules of his/her supervision.

.05 EMPLOYER NOTIFICATION - PUBLIC OR PRIVATE SCHOOL DISTRICT

All public and private school districts will be notified of any school district employee under supervision.

School districts, whether public or private, including Vocational, Technical, and Adult Education (VTAE) districts, shall be notified of any offender currently on supervision who is an employee of the district, offenders employed by contractors working for the school district, or offenders who work on school property. The agent shall discuss an offender who

volunteers in any of these educational facilities with the supervisor and determination shall be made as to whether notification is appropriate.

Once the agent becomes aware of an offender whose employment status is covered by this section, the agent shall notify the Superintendent of the school district, or their designee, within seven calendar days. The agent shall send a completed Notice to Employer ([DOC-1532](#)), retaining one copy for the case file.