

Serving Justice-Involved Job Seekers

Breaking the cycle of reoffending and re-incarceration

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Why It's Important

- The effect of criminal history on finding and keeping a job
- Stable employment is one of the best predictors of post-release success
- Stable employment reduces the chances of re-offending
- Promotes safer communities
- Creates productive, contributing citizens and taxpayers

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Factors Associated with Re- Offending

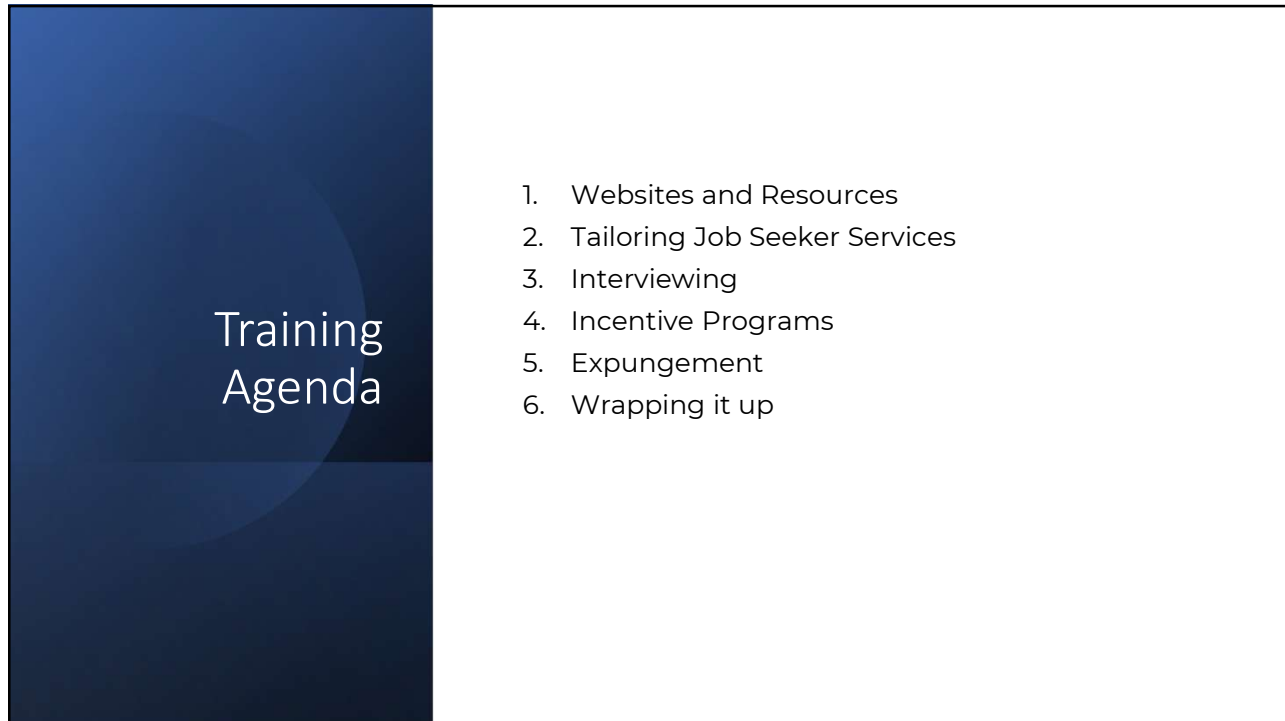
- Stable housing
- The nature of the persons social network and associations
- The offender's attitude and decision making processes
- Substance abuse/use
- Being productively employed

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Other Common Offender Barriers

- Transportation
- Lack of resources (money, clothes, ID, etc.)
- Employment restrictions
- Poor work history
- Lack of Skills/Education/Training
- Employer attitudes and perceptions

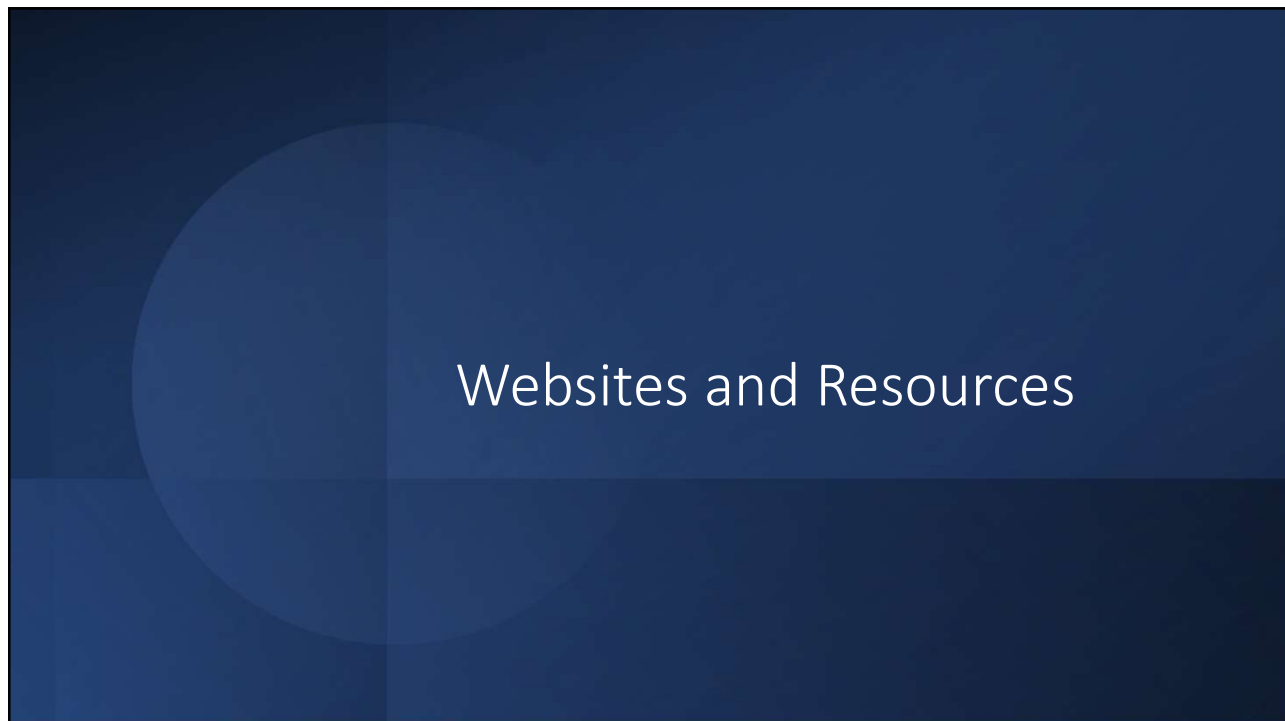
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A slide with a dark blue background on the left side containing the text "Training Agenda" in white. The right side of the slide is white and contains a numbered list of six items.

Training
Agenda

1. Websites and Resources
2. Tailoring Job Seeker Services
3. Interviewing
4. Incentive Programs
5. Expungement
6. Wrapping it up

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A slide with a dark blue background and a large, faint circular graphic on the left side. The text "Websites and Resources" is centered in white.

Websites and Resources

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Offender Search Websites

Offender Websites	
KASPER (KS Inmate search & locator; shows comm. Corrections info too) Each state typically has their own variation as well, can usually locate by searching online	https://kdocrepository.doc.ks.gov/kasper/
KBI (KS Bureau of Investigation)	https://www.kbi.ks.gov/registeredoffender/SearchOffender.aspx
BOP (Bureau of Prisons for Federal offenders)	https://www.bop.gov/inmateloc
County Bookings Sites	Most counties have a booking site indicating who is in their detention facility

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KASPER Completing the Search

KASPER - OFFENDER POPULATION SEARCH
 Kansas Adult Supervised Population Electronic Repository
 Kansas Criminal Justice Information System
 OFFENDERS SHALL NOT BE ARRESTED SOLELY ON THE BASIS OF INFORMATION DISPLAYED ON THIS SITE

Offender Search Parole Absconders Community Correction Absconders

Please Enter Offender Search Criteria in One or More of these Fields

Show Photos : Yes No

Display Thumbnail Photos : Yes No

Last Name : ←

First Name : ←

Middle Name :

Search Alias : Yes No

KDOC Number :

Advanced Search ↕ ←

This site shows offenders in prisons, on state parole & those on community corrections. Also shows those who in the past have been in prison in Kansas (if sentenced/convicted in KS).

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KASPER

Convictions and
Location Info

County	Case Number (I)	Offense Date	Sentencing Date	Criminal Conviction Description	Case Status (II)
Shawnee	80CR839	Apr 21, 1980	Jul 31, 1980	Burglary	Inactive
Atchison	83CR189	Aug 11, 1983	Dec 12, 1983	Aggravated Robbery	Inactive
Shawnee	92CR1162	Dec 04, 1991	Oct 14, 1992	Forgery	Inactive
Sedgwick	01CR3139	Dec 09, 2001	Mar 26, 2002	Battery	Inactive

Offense Date: on or about when the crime happened
Sentencing date: court date when they received the sentence

Criminal Conviction: Legal description of conviction (does not always mean what they were charged with originally)

Case Status: *Active*= still serving time in some manner; *Inactive*= sentence has been carried out & completed

KDOC Physical Location History(s)

Location	Movement Date	Movement Reason
Unknown or N/A	Nov 13, 2016	Expiration Of Sentence
Sedgwick County	Nov 13, 2015	In-State Post Release
Wichita-Work Release Center	Jan 08, 2015	Inter-Facility Movement
Unknown or N/A	Apr 22, 2004	Expiration Of Sentence
Larned Correctional Mental Health Facility	Dec 02, 2003	Inter-Facility Movement
Hutchinson CF-Central	Nov 26, 2003	Inter-Facility Movement
Winfield CF	Nov 05, 2003	Parole Viol. No New Sentence
Sedgwick County	Sep 27, 2003	DOC Warrant Issued
Unknown or N/A	Sep 05, 2003	Absconded

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KASPER

Program and
Disciplinary Report
Info

Completed Programs

Name	Completion Date
SAP	May 03, 2017
Carpentry	Oct 03, 2016
NCCER Core	Jul 28, 2016
Intro to Cog - EDCF1	Mar 22, 2011

Disciplinary Reports

Violations of rules in facility. General public can see & don't know what they really mean. Again, imaginations can take over & be nothing like the actual infraction.

Dec 08, 2016	1	El Dorado Correctional Fac. - Central	Fighting
Dec 08, 2016	1	El Dorado Correctional Fac. - Central	Disobeying Orders
Oct 19, 2016	2	El Dorado Correctional Fac. - Central	Lying
Oct 19, 2016	3	El Dorado Correctional Fac. - Central	Restr Area/Unauthor Presence
Feb 13, 2016	1	El Dorado Correctional Fac. - Central	Violation of Published Orders
Jun 09, 2015	1	El Dorado Correctional Fac. - Central	Dangerous Contraband
Jun 09, 2015	1	El Dorado Correctional Fac. - Central	Tobacco Contraband Possession
Jun 09, 2015	2	El Dorado Correctional Fac. - Central	Taking W/O Permission
May 12, 2015	2	El Dorado Correctional Fac. - Central	Violation of Published Orders
Sep 17, 2014	1	El Dorado Correctional Fac. - Central	UnAuthzd Use Inmate Telephone
Jun 16, 2014	1	El Dorado Correctional Fac. - Central	Disobeying Orders
Oct 05, 2013	1	Lansing Correctional Facility - Central	Theft
Oct 05, 2013	1	Lansing Correctional Facility - Central	Threaten or Intim Any Person
Aug 14, 2013	1	Lansing Correctional Facility - Central	Battery
Aug 10, 2013	1	Lansing Correctional Facility - Central	Dangerous Contraband
Jul 29, 2013	1	Lansing Correctional Facility - Central	Arson

EXAMPLE: Unauthorized use of inmate phone- does NOT mean they smuggled in a phone but probably made a call when it wasn't scheduled
Dangerous Contraband- does NOT always mean a weapon but could have been altering a piece of state issued equipment

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Offender Searches

KBI

Name Search Geographical Search **Other Search**


Other Search Options:

Phone Number:

Online Identity:

Email/Facebook:

Disclaimer :-Will only receive message if it belongs provide the offender name.



Kansas Bureau of Investigation

Derek Schmidt, Attorney General
Kirk Thompson, Director

Name Search Geographical Search Other Search Community Notifications FAQs Resources Contact Us

Name Search:

Enter a last name and/or first name to search for registered offenders by name.

Last Name: First Name:

Reporting Compliance: Non-Compliant Only Compliant Only Both

Offender Type: Sex Violent Drug General

Anyone can search to see if a harassing phone number or email is linked to a known registered offender too.


Shows some of the same information as KASPER but also shows those not convicted in KS but still required to register with corrections for 3 categories required (violent, drug & sexual convictions).

Not all states require offenders to register for all 3 categories either.

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Offender Searches

Federal BOP



Federal Bureau of Prisons

Courage. Respect. Integrity. Correctional Excellence.

A-Z Topics • Site Map • FOIA

Search bop.gov

Home About Us Inmates Locations Careers Business Resources Contact Us

Find an inmate.

Locate the whereabouts of a federal inmate incarcerated from 1982 to the present. Due to the First Step Act, sentences are being reviewed and recalculated to address pending Good Conduct Time changes. As a result, an inmate's release date may not be up-to-date. Website visitors should continue to check back periodically to see if any changes have occurred.

Find By Number **Find By Name**

First Middle Last Race Age Sex

This will show info for offenders in any facility & still under custody or in the community & not under custody of BOP.
Does require a full name (first & last) to be entered to generate results.

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Tailoring Job Seeker Services

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Resumes and Applications

- Significant reason that Justice-Involved clients struggle to find employment
- Helps to minimize references to criminal history and associated terms
- Helps job seeker to make a better 1st impression
- Proven to increase interview opportunities
- Contributes to increased employment & reduced recidivism

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Resume

Format

- Assess client's employment history to determine best option
- Functional is usually most appropriate format; emphasize skills not dates

Contact Information

- Appropriate email address & voice mail greeting. Voicemail box full or not set up.
- No physical address, i.e., homeless: Family or friend, UM Open Door)
- No phone number: Ask officer for information about free phone (Lifeline Program), use trusted friend or family number. Google Voice (free phone, text, voicemail)

***Pro Tip:** Discuss client's social media and Google results with them. Employers are checking!

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Resume

Prison Jobs are Real Jobs

- Traditional prison job: "LCF" for Lansing Correctional Facility, or "State of Kansas". Examples: Porter, Grounds Worker
- Private Industry or contractor job: Use name of company. Examples: Aramark, Heatron, Cal-Maine Foods
- Kansas Correctional Industry job: Use "KCI". Examples: Furniture Builder, Print Shop, Graphics & Signs
- If client did not work during incarceration (laid-in), make sure they are prepared to explain gap in employment
- Good opportunity to be honest about serving time and discuss what happened
- Utilized time in prison to take self-improvement classes

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Sample Resume

John J. Doe

Wichita, KS 67202 ~ 316-555-1234 ~ jjdoe@gmail.com

Summary of Qualifications:

Sanitation

- Added specified amounts of chemicals to equipment at required times to maintain solution levels and concentrations for proper cleaning
- Observed cleaning machine operations, gauges, or thermometers, and adjust controls to maintain specified conditions for proper sanitation
- Used chemicals such as ammonia to deep disinfect all areas and prevent bacteria growth

Packaging

- Used knives, cleavers, meat saws, bandsaws or other equipment to perform meat cutting and trimming
- Weighed meats and tagged containers for weight and contents and packaged for shipment
- Inspected meat products for defects, bruises or blemishes and removed them along with any excess fat

Team Assembler

- Performed quality checks on products and parts for packaging
- Reviewed work orders and blueprints to ensure work is performed according to specifications
- Rotated through all the tasks required in the balloon production process

Work Experience:

Packaging/Maintenance – Red Barn – Great Bend, KS – 9/2020-6/2021

- Packaging, maintenance, machinery and cleaning to disinfect areas from bacteria build up
- Build-up of floor vacs and use of floor jacks, etc.

Team Assembler/Packaging – Pioneer Balloon – Winfield, KS – 4/2018-8/2019

- Product packaging with accuracy as well and shipping
- Stocked pallets and unloaded material from trucks

Custodian – State of Kansas – Hutchinson, KS – 2/2016-2/2018

- Comprehensive cleaning and sanitizing of large facilities

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Resumes vs Applications

*Why both are
important*

FAQs

Why can't I just put "see resume" on the application?

- The application is a legal document that needs to be completed accurately

Why do I need both?

- Resumes are used as a marketing tool to help showcase the applicants' skills to get to the interview
- Applications need to state facts about employment history
- Applications could be used for background and/or reference checks

Can I use the same application for every job?

- Generally, no. Each employer has their own application process, most commonly online

Can I use the same resume for every job?

- It's recommended to send a targeted resume tailored for the position being applied for

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Applications

Do a Review

Consider doing an application review

- “Generic” application
- Review item by item with explanation
- “Master Application”, if needed
- Make sure contact information is complete and professional
- Make sure the information is legible

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Applications

The Conviction Question

Tips for answering the conviction questions

- Use generic words like “possession”, “non-person felony”, “non-violent felony” or “person felony” if possible and appropriate
- Include the year of conviction on the application when providing the generic explanation
- After providing the basic explanation it’s suggested to include “I’m available to discuss in person”
- Instead of using “Got out of prison” or “Went to prison” as the reason for leaving a job consider using “Moved” or “Relocated”
- Do not write: See Resume

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Resumes & Applications

Reminders

Friendly Reminders

- Have someone else proofread both the resume and application
- Neatness counts, make sure it's legible, spelled correctly and isn't repetitive
- Follow the directions and fill in the blanks, use N/A if it doesn't apply to you
- Black or Blue ink for applications, standard fonts for resume such as: Calibri, Arial, Tahoma or Verdana

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Interviewing

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Interview Preparation

1st Impressions - Check your 'Self' at the door

- Attitude/Presence
- Body Language
- Eye Contact
- Dress
- Speech/Language

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Interview Preparation

3 Rs Speech

Responsibility, Remorse, Redemption

3 Rs Speech

- Put it on paper
- Mock interview
- Be genuine without unnecessary details

Practice, Practice, Practice

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Steps to
Discussing your
Conviction
Record:
Responsibility

Responsibility

Own up to your behavior:

- Statements should begin with "I"
- Do not blame others, be passive, minimize, or deny

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Steps to
Discussing your
Conviction
Record:
Remorse

Remorse

Recognize victims:

- Person or property
- Families: yours or theirs
- Community: yours or theirs

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Steps to
Discussing your
Conviction
Record:
Redemption

Redemption

Program completion

- Community
- Pre/Post-Release

Continuing programs

- Treatment
- Education

Goals

- Forward thinking
- Choices
- Opportunities
- Learn from mistakes

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Incentive Programs

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Work Opportunity Tax Credit

- The Work Opportunity Tax Credit (WOTC) is a federal government program offering a tax credit to incentivize employers to hire ex-felons and applicants from other groups with work entry barriers
- Provides employers with a credit up to \$2,400 each year for every qualified employee
- Ex-offenders must be hired within one year of their release or the end of their parole or probation
- Employers have **28 days** from a qualified employee's start date to submit application for tax credit

For additional information and application instructions:

<https://www.kansascommerce.gov/program/taxes-and-financing/wotc/>

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Federal Bonding Program

- The Federal Bonding program provides individual fidelity bonds to employers for job applicants who are or may be denied coverage by commercial carriers
- \$5000 free fidelity bond coverage for first 6 months of employment for the job applicant (renewable at commercial rates)
- Insures the employer for any type of stealing by theft, forgery, larceny or embezzlement by the employee
- **Free** to both the employer and employee
- Effective day applicant starts work

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Federal Bonding Program

Requirements for Coverage

- **Firm job offer, and employer requires bonding**
- Full-time work with an hourly wage
- Permanent job (at least 6 months)
- Not self-employed
- Legal working age

Contact one of the following for Fidelity Bond:

- Local Workforce Center
- Ashla Stowe, Federal Bonding Program Manager,,
KS Dept of Commerce in Topeka

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Expungement

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What is an expungement?

What can be expunged?

Expungement is the removal of an arrest or conviction from a person's criminal record.

- When a person's record is expunged, information related to the arrest or conviction cannot be disclosed to the general public, with certain exceptions. (This does not erase it from media or google searches)
- Certain arrest records, criminal convictions, and juvenile adjudications can be expunged in Kansas. (Does not remove from criminal background checks)

NOT eligible for expungement:

- Capital Murder
- Murder in first degree
- Murder in second degree
- Voluntary manslaughter
- Involuntary manslaughter
- Involuntary manslaughter while driving under the influence
- Sexual battery (victim less than 18)
- Aggravated sexual battery
- Commercial driving under the influence
- Any comparable offense
- Rape
- Indecent Liberties with a child
- Aggravated indecent liberties with a child
- Criminal sodomy
- Aggravated criminal sodomy
- Indecent solicitation of a child
- Aggravated incest
- Endangering a child
- Aggravated endangering a child
- Abuse of a child

Three year wait time:

- Traffic infraction
- Cigarette or tobacco infraction
- Misdemeanor
- Class D or E felony
- Severity level 6-10 non-drug crime
- Severity level 4 or 5 drug crime (except after 2012)

Five year wait time:

- Class A, B, or C felony
- Off-grid felony
- Severity level 1-5 non-drug felony
- Severity level 1-3 drug crime
- Vehicular homicide
- Driving while cancelled/suspended/revoked
- Perjury
- Applying for title of motor vehicle under false name/address
- Any crime punishable as felony where motor vehicle used
- Failing to stop at scene of accident
- Failing to have motor vehicle insurance
- DUI (most first DUIs, second will be different)

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Expungement Resources

Forms and Instructions at:

Kansas Legal Services
<https://www.kansaslegalservices.org>
 by phone 800-723-6953

Kansas Judicial Council
<http://www.kansasjudicialcouncil.org/legal-forms/expungement-adult>

Sedgwick County
<https://www.sedgwickcounty.org/district-attorney/forms/>

City of Wichita
<https://www.wichita.gov/Court/MunicipalCourtDocuments>
<https://www.wichita.gov/Court/Pages/CourtProcesses.aspx>

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Wrapping it up

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Preparation for Meeting with Customers

As you would do with any customer, feel empowered to:

- **Create boundaries:** Feel comfortable enforcing them so the meeting is focused on task at hand
- **Clear expectations:** Stay respectful but firm with your expectations of that task at hand
- **Be honest:** Encourage customer to be positive, break-down “the wall”. Provide them with honest information, so they don’t feel like they’re getting the run around.
- If you feel uncomfortable excuse yourself for a moment and contact Security and/or your Supervisor(s).

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Overview: What Have We Learned

- Ask them if they are aware of what's on offender websites & social media in general, have they looked themselves up? If not do so with them. This will also help you know if their 3R speech needs some work.
- Help them to understand how both negatives & positives on websites can be viewed by employers. Tie back into importance of 3R's & interviewing preparation as well as being aware of verbal/non-verbal cues (presentation of themselves to others both in person & on forms of paper).
- Help them realize they have more knowledge of the justice system than the general public regarding convictions & DR's & the circumstances surrounding those.
- Remember you are a member of the general public so your thoughts & understanding about information online can help the offender realize how others might perceive them. You are here to help them with a leg up on a new start.

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Questions?



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