

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"

VIII. Regulations Governing Activities and Relationships with Offenders and Ex-Offenders

A. Definitions

1. Offenders will be defined as persons under the care, custody, or supervision of the Oklahoma Department of Corrections.

B. Prohibited Activities with Offenders and Ex-Offenders

2. Accepting or offering a gift, money, or anything of value, directly or indirectly. This prohibition includes any member of the 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 offender 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 offenders 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 offenders.

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 central personnel unit administrator