

EXAMPLE/TERMINATION LETTER STATE EMPLOYEE

(Date)
(Name of Employee)
(Address)

Re: Letter of Termination

Dear (Name of Employee):

This letter is to notify you that you are terminated from your employment with the Oklahoma Department of Corrections effective _____. This action is being taken under Civil Service Rule 260:130-27-3.

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.
2. Giving, receiving, or loaning any money, or trading, selling, or buying any personal possession or anything of value, for any purpose, without the written consent of the employee's supervisor. Hobby craft items may only be purchased in accordance with the correctional facility's local procedures.
8. Engaging in any other activity which constitutes or offers the opportunity for an abuse of the employee's position.

C. Prohibited Relationships with Inmates or Offenders and 180-Day Ex-Inmates or Ex-Offenders

3. Engaging in any nonprofessional association, contact, or personal relationship with inmates or offenders, 180-day ex-inmates or ex-offenders, or members of their families which may compromise the employee's ability to discharge effectively the duties of his/her position.

Statement of Act, Incident or Omission Constituting Grounds for Termination

(Example)

You attempted to defraud the taxpayers of the State of Oklahoma by collecting wages to which you were not entitled through the fraudulent use of sick leave. You submitted a request for sick leave on (date), for the period of time beginning (date) through (date). You continued to call in sick through (date). During this period of time you were working for the XXXXXXXX Police Department. Your false statements concerning your health and attempt to collect wages to which you were not entitled; your disregard for the mission of the agency and the extra burdens imposed upon your fellow employees; your failure to follow procedure for obtaining permission for secondary employment; and your continuing absence from work on unauthorized status constitutes serious misconduct and conduct unbecoming a state employee which warrants termination of your employment.

Summary of Evidence Justifying Proposed Termination

(Example)

1. Letters dated _____ and _____ written by you and addressed to Mrs. John Doe Sr. containing information about John Doe's incarceration and thanking her for the watch she gave you for Christmas.
2. Statement from Correctional Security Officer II, John Lilley indicating that on (date) he witnessed you giving inmate Doe a pair of Nike athletic shoes.
3. Statement from inmate Doe that following his incarceration, you became a friend of the family, and gave him presents including a pair of Nike athletic shoes.

Previous Employee Engagement and Disciplinary Actions

(Example)

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

On (date) you were issued a Letter of Reprimand for engaging in a nonprofessional association with an offender/inmate within 180 days of discharge.

Right to file a Complaint

You have a right to file a complaint with the Civil Service Division (CSD), within ten business days of the date of the disciplinary action. A copy of the CSD petition is

attached. All CSD complaints must be filed online at <https://oklahoma.gov/omes/services/human-capital-management/civil-service.html>.

Sincerely,

(Appointing Authority)

Employee 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)