

Restored Citizens Program

Secure Resume Access

- Background:** At any given time there are approximately 50,000 individuals incarcerated at Ohio's state correctional institutions. An average of 20,000 of these individuals are released annually into Ohio's communities. These restored citizens are family members, friends, former co-workers, and others whom are provided a second chance to become a productive member of society. Opportunities have been provided to these men and women during incarceration that include educational and skills training, job preparation, and health and wellness programs to ready them for life after serving time.
- Program:** The Ohio Departments of Rehabilitation and Correction and Job and Family Services have continuously collaborated on interventions and programs aimed at providing opportunities for restored citizens to reenter their communities. Access to a secure version of OhioMeansJobs.com (known as Ohio Reentry Connections) and the Offender Network for Employment to STOP Recidivism (O.N.E.-STOPs) are two programs geared towards preparing soon to be released offenders with the skills necessary to gain employment. The Restored Citizens Program uses both of these resources to create a secure database of active resumes of current and released former offenders.
- Resume Access:** Access to this secure database of resumes is a voluntary opportunity for both the restored citizens and employers who are interested in hiring individuals in this group. The restored citizen may "opt in" to the program anytime from when they have 3 months or less to release or at any point after release. Likewise, an employer may request access to this secure database through contact with the ODRC Project Manager. The employer will be vetted by ODRC to assure integrity and intention for hiring from this pool of candidates. All resume and employer information remains strictly confidential and is only known by the employers who are vetted and by the individuals who opt into the program. Employers and individuals who are part of this initiative also maintain full access to all of the tools within OhioMeansJobs.com without being publicly identified as part of the Restored Citizens Program.

CONTACTS:**William Eleby**

Project Manager, ODRC
614.387.1137

William.Eleby@odrc.state.oh.us

Tom Hutter

Project Manager, ODJFS
614.466.9466

Tom.Hutter@jfs.ohio.gov

Restored Citizens Program Access to Secure Resume Database

Frequently Asked Questions

The Restored Citizens Program offers some significant enhancements to OhioMeansJobs in order to further assist restored citizens with employment. The Department will issue vetted employers access to the Restored Citizens Program in order to review offender profiles for employment consideration 90 days prior to release. In addition, previously incarcerated individuals may opt in to the program which will allow employers opportunity to access their information in the secure data base. Provided below is a more detailed description of the program.

Individuals

What is the Restored Citizens Program?

It is a partnership between the Ohio Department of Rehabilitation and Correction (ODRC) and Ohio Department of Job and Family Services (ODJFS) to ensure that Participants are better prepared with the skills necessary to gain employment, through educational, skills training, job preparation and health and wellness program opportunities during incarceration. Active resumes of current and released former offenders are stored in a secure database and offered to DRC approved employers who wish to participate in the program. The Program is a voluntary option for both pre- and post-release individuals who are/were incarcerated. An individual may opt in or out of the Program at any time.

How does someone enter into the Program?

When an inmate has created their resume in Ohio Reentry Connections, the secure version of OhioMeansJobs.com, while they are incarcerated, they are required to enter their anticipated release date. 90 days prior to that release date, their resume can be added to the database by opting in to the Program.

Another option is for any restored citizen (ex-offender) who created an account from February 2012 through June 2017 through the Ohio Reentry Connections system while incarcerated. They can log into that account on OhioMeansJobs.com and go to their account settings to opt in to the program after reading and agreeing to the Terms and Conditions.

When can I become involved?

There will be a targeted soft launch in July 2017 to begin populating the resume database before a wider launch for employers at a later date. We will be sending registration information out to the over 15,000 Restored Citizens who have registered previously, with information on how to opt in.

Why was the Program created?

At any given time there are approximately 50,000 individuals incarcerated at Ohio's state correctional institutions. An average of 20,000 of these individuals are released annually into Ohio's communities. This program is designed to help those individuals get back on their feet as they reintegrate into society.

When does a program participant's information become visible to employers?

A participant's resume automatically transfers to the live OhioMeansJobs portal and the secure Restored Citizens Program database on the day they have designated as their release date when they registered in Ohio Reentry Connections. The participant can then make their resume available for employer searches after initially signing in and updating some general information after it has been transferred.

Will this resume have a designation to employers that this person is a Restored Citizen?

There will be no visible designation that shows to employers when someone is a part of the Restored Citizens Program on the active "live" version of OhioMeansJobs.com. Employers who are part of the program will be able to search specifically for resumes of individuals who are in the program. Only the approved employers who have requested access to this secure database and the individuals opting in know of their ex-offender status. The employers are vetted by the Ohio Department of Rehabilitation and Correction to ensure their integrity and intentions for hiring restored citizens. All other activities can be completed on OhioMeansJobs.com such as practice testing, career exploration, researching training resources and other job preparation activities under a Program participant's account without there being any designation as an ex-offender or restored citizen, unless the Program participant self-identifies as one.

Whose resumes are in this secured database?

The database is comprised of restored citizens who have both opted in to the program and meet one of the following two criteria:

1. Currently incarcerated offender who has an account in Ohio Reentry Connections and is within three months of release
2. Released offenders who created an account prior to release and who have activated their previous Ohio Reentry Connections account in OhioMeansJobs.com

Is there any requirement for ex-offenders to use the program?

No, participation is entirely voluntary. However, we are encouraging all staff to inform current offenders and/or released offenders on parole about this unique opportunity.

How often do Participants need to update their resume?

Participants should update or renew their resume at least once every 30 days. However, if a participant is actively job searching, they are strongly encouraged to do this at least once every two weeks.

I registered in Ohio Reentry Connections while incarcerated but do not remember my login information, or no longer have my email address. How can I get in to my account to opt in to the program?

Contact the OhioMeansJobs Help Desk staff in order to have your account updated to your most recent email address, or have a password reset link sent to you (*see contact info at end of document*).

Can a Participant change their mind and opt out?

Yes. Individuals who later wish to opt out of the Program can do so at any time by visiting OhioMeansJobs.com and logging in to their account settings and opting out of the Terms and Conditions for this Program.

How should Participants list their last/most recent employer if it is based on work they did while incarcerated?

If the most recent employer was the facility where they were housed, the name should be abbreviated rather than fully spelled out.

Employers**What can the Restored Citizens Program do for my company?**

The Restored Citizens Program offers employers who are interested in hiring restored citizens (ex-offenders) a unique opportunity to search for Participants who have gone through training, educational, and job prep programs to prepare their skills for re-entry into society.

How do I register my company for the Program?

An employer initiates contact with the Ohio Department of Rehabilitation and Correction Project Manager for the Restored Citizens Program through the contact information provided below. Once the employer has been vetted by the Project Manager or their designee, the employer then completes the ODRC Restored Citizen Program Resume Access Employer Agreement and returns it to the Project Manager. Once an employer has submitted this agreement and has been granted access to the Restored Citizens database, a step by step handout for registration and talent searching will be provided.

When will my company be able to register?

We are in the process of soft launching the program now to get the secure database populated with individuals. Additional information will be upcoming soon about employer registration.

Are there any reporting requirements for employers to be in the program?

All employers participating in the program agree to allow ODRC and ODJFS to monitor their access and usage of the resume database. They also agree to cooperate with ODRC on follow-up of individuals from the secure resume database who have been contacted, interviewed and/or hired by the Employer and for potential promotional opportunities. The employer also agrees to provide periodic feedback to ODRC and ODJFS on the functionality and accessibility of the database and on the quality and quantity of the secure resumes. The employer also agrees to work directly and specifically with the ODRC identified Project Manager regarding any contact directly with current offenders prior to release for interviews or any additional information as needed.

How can an employer contact a Participant they may wish to hire, who is still incarcerated?

When an employer requests access to a currently incarcerated individual through the ODRC Project Manager for an interview, institution staff will vet the individual's availability date to ensure accuracy and vet the inmate's suitability for the interview and type of job. This program will also allow employers

the opportunity to interview potential candidates prior to their release.

How can I determine when a Participant will be available?

Availability date will be one of the resume search criteria available to you while looking for participants. Employers have two options for searching for participants in the Program. They can search the database for currently incarcerated individuals who have 90 days or less to release and can request access for an interview to that individual prior to their release through the ODRC Project Manager. They also have the option to search the secure database for individuals who have already been released.

For further information please email:

DRC Staff

Employers: drc.omiemployer@odrc.state.oh.us

Individuals: drc.restoredcitizens@odrc.state.oh.us

or call

OhioMeansJobs Staff

Phone

1-888-296-7541

Email

omj-help-desk@ifs.ohio.gov

Ohio Department of Rehabilitation and Correction
**Restored Citizen Program Resume Access
Employer Agreement**

This agreement is for access to the secure Restored Citizens Program resume database via OhioMeansJobs.com between the Ohio Department of Rehabilitation and Correction (ODRC) and:

_____, hereinafter referred to as “Employer”.

This agreement is effective on _____ and shall remain in effect through _____ or until cancellation by either party.

The Restored Citizens Program is an OhioMeansJobs.com collaboration between ODRC and the Ohio Department of Job and Family Services (ODJFS). ODJFS provides the access, functionality, and maintenance of the secure Ohio Reentry Connections site that is used throughout the adult and juvenile correctional institutions in Ohio. Ohio Reentry Connections is the secure version of OhioMeansJobs.com that allows incarcerated individuals to create an account, search for and save “live” job postings, create a resume, and access job preparation and career exploration information. The Restored Citizens Program is initiated through Ohio Reentry Connections. ODRC provides access to the Ohio Reentry Connections site via ODRC institution libraries and Offender Network for Employment to STOP Recidivism (O.N.E.-STOP) sites developed at select institutions. The Restored Citizens Program is a voluntary option for both pre- and post-release individuals who are/were incarcerated. These individuals may make their resume(s) available to employers who are vetted by ODRC and granted secure access to these resumes. An individual may opt in or out of the Restored Citizens Program at any time.

As an Employer who has been vetted and approved by ODRC, Employer agrees to the following terms and conditions:

- the Restored Citizens Program resume database may only be accessed for the purposes of searching for qualified candidates for bonafide job postings by the Employer staff identified in this agreement
- Log-in credentials may only be used by those designated with that access, the credentials may not be shared or used by any other party
- understands access to the secure resume database is a privilege that can be removed anytime by ODRC
- agrees that ODRC will initially set up the Employer account and that Employer must change the password upon Employer’s first access to the account
- resume information may only be shared with Employer company staff responsible for hiring and recruiting individuals for job openings within the company
- an individual’s current or previous involvement with the justice or correctional system may not be disclosed to any third party unless the third party is directly involved in the hiring process of Employer

- agrees to allow ODRC to monitor access and usage of Employer of said resume database
- agrees to cooperate with ODRC on follow-up of individuals from the secure resume database who have been contacted, interviewed, and/or hired by Employer and for potential promotional opportunities
- agrees to provide periodic feedback to ODRC and ODJFS on the functionality and accessibility of the database, and on the quality and quantity of the secure resumes
- agrees to work directly and specifically with the ODRC identified project manager regarding the Restored Citizens Program secure resume database and regarding any contact directly with an inmate

The following individuals are identified by Employer as those granted access to the resume database:

_____, _____
(Print Name) (Title)

(Email) (Phone Number)

_____, _____
(Print Name) (Title)

(Email) (Phone Number)

_____, _____
(Print Name) (Title)

(Email) (Phone Number)

If any terms and conditions of this agreement are violated, ODRC reserves the right to immediately relinquish Employer access to the Restored Citizens Program secure resume database.

Authorized Representative of Employer responsible for agreement:

_____, _____
(Print Name) (Title)

(Signature) (Date)

(Address)

(Email) (Phone Number)

ODRC Project Manager:

_____	_____
(Print Name)	(Title)
_____	_____
(Signature)	(Date)
_____	_____
(Email)	(Phone Number)