REFERENCE LETTER FOR CORRECTIONAL OFFICER

REFERENCE LETTER FOR CORRECTIONAL OFFICER IS A CRITICAL DOCUMENT THAT CAN SIGNIFICANTLY INFLUENCE THE HIRING DECISIONS FOR ONE OF THE MOST DEMANDING AND RESPECTED PROFESSIONS IN THE CRIMINAL JUSTICE SYSTEM. WHETHER YOU ARE AN EMPLOYER, SUPERVISOR, COLLEAGUE, OR COMMUNITY LEADER, UNDERSTANDING HOW TO CRAFT A COMPELLING REFERENCE LETTER IS ESSENTIAL FOR SUPPORTING CANDIDATES WHO ASPIRE TO WORK AS CORRECTIONAL OFFICERS. THIS COMPREHENSIVE GUIDE WILL WALK YOU THROUGH THE BEST PRACTICES FOR WRITING A REFERENCE LETTER FOR CORRECTIONAL OFFICER ROLES, INCLUDING WHAT TO INCLUDE, HOW TO FORMAT YOUR MESSAGE, AND EXAMPLES OF KEY QUALITIES TO HIGHLIGHT. READERS WILL ALSO LEARN ABOUT THE IMPORTANCE OF REFERENCE LETTERS, ESSENTIAL SKILLS FOR CORRECTIONAL OFFICERS, TIPS FOR EFFECTIVE LETTER WRITING, AND COMMON MISTAKES TO AVOID. THIS ARTICLE IS DESIGNED TO PROVIDE CLEAR, ACTIONABLE ADVICE FOR ANYONE TASKED WITH RECOMMENDING CANDIDATES FOR CORRECTIONAL OFFICER POSITIONS. CONTINUE READING TO DISCOVER EVERYTHING YOU NEED TO KNOW TO CRAFT A STRONG, IMPACTFUL REFERENCE LETTER FOR CORRECTIONAL OFFICER CANDIDATES.

- Understanding the Importance of a Reference Letter for Correctional Officer
- KEY QUALITIES TO EMPHASIZE IN A CORRECTIONAL OFFICER REFERENCE LETTER
- How to Structure a Reference Letter for Correctional Officer
- TIPS FOR WRITING AN EFFECTIVE REFERENCE LETTER
- SAMPLE REFERENCE LETTER FOR CORRECTIONAL OFFICER
- COMMON MISTAKES TO AVOID
- FREQUENTLY ASKED QUESTIONS

Understanding the Importance of a Reference Letter for Correctional Officer

A REFERENCE LETTER FOR CORRECTIONAL OFFICER POSITIONS IS MORE THAN JUST A FORMALITY; IT IS A VITAL COMPONENT OF THE HIRING PROCESS. CORRECTIONAL FACILITIES RELY ON TRUSTED PROFESSIONALS WHO CAN MAINTAIN SECURITY, DEMONSTRATE INTEGRITY, AND EXHIBIT SOUND JUDGMENT UNDER PRESSURE. HIRING MANAGERS AND RECRUITMENT PANELS USE REFERENCE LETTERS TO GAIN INSIGHT INTO A CANDIDATE'S CHARACTER, WORK ETHIC, RELIABILITY, AND SUITABILITY FOR THE ROLE. THESE LETTERS HELP EMPLOYERS ASSESS WHETHER AN APPLICANT POSSESSES THE INTERPERSONAL AND PROBLEM-SOLVING SKILLS REQUIRED TO MANAGE INMATES, ENFORCE REGULATIONS, AND HANDLE CHALLENGING SITUATIONS.

In addition to validating the candidate's qualifications, a well-written reference letter for correctional officer positions provides valuable context about their experience and professional relationships. It serves as an endorsement that can set an applicant apart from others, especially in competitive job markets. By emphasizing relevant attributes and achievements, the reference letter can play a decisive role in the selection process.

KEY QUALITIES TO EMPHASIZE IN A CORRECTIONAL OFFICER REFERENCE LETTER

When writing a reference letter for correctional officer applicants, it is crucial to highlight specific qualities

AND COMPETENCIES THAT ALIGN WITH THE DEMANDS OF THE ROLE. EMPLOYERS LOOK FOR CANDIDATES WHO POSSESS A COMBINATION OF TECHNICAL SKILLS, EMOTIONAL INTELLIGENCE, AND A STRONG MORAL COMPASS.

ESSENTIAL ATTRIBUTES TO HIGHLIGHT

- INTEGRITY AND ETHICAL CONDUCT
- COMMUNICATION AND INTERPERSONAL SKILLS
- LEADERSHIP AND TEAMWORK ABILITIES
- PROBLEM-SOLVING AND CRITICAL THINKING
- PHYSICAL AND EMOTIONAL RESILIENCE
- ADAPTABILITY AND FLEXIBILITY
- ATTENTION TO DETAIL
- CONFLICT RESOLUTION SKILLS
- PROFESSIONALISM AND RELIABILITY

EMPHASIZING THESE QUALITIES IN YOUR REFERENCE LETTER FOR CORRECTIONAL OFFICER CANDIDATES CAN STRENGTHEN THEIR APPLICATION AND INCREASE THEIR CHANCES OF SUCCESS.

EXAMPLES OF RELEVANT EXPERIENCE

It is also advantageous to reference specific experiences that demonstrate the candidate's suitability for the correctional officer role. This might include prior work in security, law enforcement, military service, or positions involving high-pressure environments and public safety. Describing situations where the individual displayed leadership, discretion, or the ability to de-escalate conflicts can make your recommendation more persuasive.

HOW TO STRUCTURE A REFERENCE LETTER FOR CORRECTIONAL OFFICER

A WELL-ORGANIZED REFERENCE LETTER FOR CORRECTIONAL OFFICER POSITIONS FOLLOWS A CLEAR, PROFESSIONAL FORMAT THAT HELPS READERS QUICKLY IDENTIFY KEY POINTS AND QUALIFICATIONS. PROPER STRUCTURE ENSURES THAT YOUR LETTER IS EASY TO READ AND IMPACTFUL.

STANDARD REFERENCE LETTER FORMAT

- 1. INTRODUCTION: STATE YOUR RELATIONSHIP TO THE CANDIDATE AND THE PURPOSE OF THE LETTER.
- 2. BODY PARAGRAPH(S): HIGHLIGHT THE CANDIDATE'S RELEVANT SKILLS, EXPERIENCES, AND QUALITIES. USE CONCRETE EXAMPLES WHERE POSSIBLE.
- 3. CONCLUSION: SUMMARIZE YOUR ENDORSEMENT AND PROVIDE YOUR CONTACT INFORMATION FOR FOLLOW-UP.

BY ADHERING TO THIS FORMAT, YOUR REFERENCE LETTER FOR CORRECTIONAL OFFICER WILL PRESENT A PROFESSIONAL IMPRESSION AND DELIVER KEY INFORMATION EFFICIENTLY.

OPENING STATEMENT TIPS

START YOUR REFERENCE LETTER BY CLEARLY STATING YOUR CONNECTION TO THE CANDIDATE, SUCH AS BEING THEIR SUPERVISOR, COLLEAGUE, OR COMMUNITY LEADER. MENTION THE LENGTH OF YOUR RELATIONSHIP AND YOUR CAPACITY TO EVALUATE THEIR SUITABILITY FOR A CORRECTIONAL OFFICER POSITION.

BODY PARAGRAPH GUIDELINES

FOCUS ON TWO OR THREE CORE STRENGTHS OR EXPERIENCES THAT DIRECTLY RELATE TO CORRECTIONAL OFFICER DUTIES.

PROVIDE SPECIFIC ANECDOTES OR EXAMPLES TO SUPPORT YOUR CLAIMS, SUCH AS INSTANCES WHERE THE CANDIDATE
MAINTAINED COMPOSURE IN A STRESSFUL SITUATION OR DEMONSTRATED STRONG ETHICAL JUDGMENT.

CONCLUSION AND CONTACT INFORMATION

END YOUR REFERENCE LETTER BY REAFFIRMING YOUR SUPPORT FOR THE CANDIDATE AND INVITING THE READER TO CONTACT YOU FOR FURTHER INFORMATION. INCLUDE YOUR PROFESSIONAL TITLE, PHONE NUMBER, AND EMAIL ADDRESS.

TIPS FOR WRITING AN EFFECTIVE REFERENCE LETTER

WRITING AN IMPACTFUL REFERENCE LETTER FOR CORRECTIONAL OFFICER CANDIDATES REQUIRES ATTENTION TO DETAIL, CLARITY, AND AN UNDERSTANDING OF THE ROLE'S REQUIREMENTS. HERE ARE PRACTICAL TIPS TO ENSURE YOUR LETTER STANDS OUT.

CUSTOMIZE FOR THE SPECIFIC ROLE

TAILOR YOUR REFERENCE LETTER TO THE CORRECTIONAL OFFICER POSITION BY FOCUSING ON THE SKILLS AND EXPERIENCES MOST RELEVANT TO THE JOB DESCRIPTION. AVOID GENERIC STATEMENTS AND INSTEAD ADDRESS THE UNIQUE DEMANDS OF CORRECTIONAL WORK.

BE HONEST AND OBJECTIVE

PROVIDE AN HONEST APPRAISAL OF THE CANDIDATE'S STRENGTHS AND AREAS OF GROWTH. EMPLOYERS VALUE CANDOR AND WILL APPRECIATE A BALANCED PERSPECTIVE THAT HIGHLIGHTS THE CANDIDATE'S READINESS FOR A CORRECTIONAL OFFICER ROLE.

USE PROFESSIONAL LANGUAGE

Maintain a formal tone and avoid slang or overly casual language. Use industry-specific terminology and demonstrate your understanding of the correctional system.

PROOFREAD AND EDIT

CAREFULLY REVIEW YOUR REFERENCE LETTER FOR GRAMMAR, SPELLING, AND CLARITY. A POLISHED, ERROR-FREE DOCUMENT REFLECTS POSITIVELY ON BOTH YOU AND THE CANDIDATE.

SAMPLE REFERENCE LETTER FOR CORRECTIONAL OFFICER

BELOW IS A SAMPLE REFERENCE LETTER FOR CORRECTIONAL OFFICER CANDIDATES. THIS TEMPLATE CAN BE ADAPTED TO SUIT YOUR SPECIFIC RELATIONSHIP WITH THE APPLICANT AND THEIR QUALIFICATIONS.

TO WHOM IT MAY CONCERN,

I AM PLEASED TO RECOMMEND JOHN DOE FOR THE POSITION OF CORRECTIONAL OFFICER AT YOUR FACILITY. AS JOHN'S SUPERVISOR FOR THE PAST THREE YEARS AT XYZ SECURITY, I HAVE WITNESSED HIS PROFESSIONALISM, INTEGRITY, AND STRONG COMMITMENT TO PUBLIC SAFETY.

JOHN CONSISTENTLY DEMONSTRATES EXCEPTIONAL JUDGMENT UNDER PRESSURE AND POSSESSES A KEEN ABILITY TO RESOLVE CONFLICTS PEACEFULLY. HE IS RESPECTED BY BOTH COLLEAGUES AND CLIENTS FOR HIS RELIABILITY, ATTENTION TO DETAIL, AND OUTSTANDING COMMUNICATION SKILLS. JOHN'S EXPERIENCE IN MAINTAINING SECURITY AND ENFORCING REGULATIONS MAKES HIM AN IDEAL CANDIDATE FOR A CORRECTIONAL OFFICER ROLE.

I am confident that John would be a valuable asset to your team. Please feel free to contact me at (555) 123-4567 or email^Atexample.com if you require further information.

SINCERELY, JANE SMITH

COMMON MISTAKES TO AVOID

AVOIDING COMMON PITFALLS CAN ENSURE YOUR REFERENCE LETTER FOR CORRECTIONAL OFFICER POSITIONS IS BOTH EFFECTIVE AND CREDIBLE. HERE ARE FREQUENT ERRORS TO WATCH FOR:

- Using generic or vague language that fails to distinguish the candidate
- OMITTING SPECIFIC EXAMPLES OF RELEVANT SKILLS OR EXPERIENCES
- FAILING TO PROOFREAD FOR GRAMMAR, SPELLING, OR FORMATTING ERRORS
- Providing exaggerated or unrealistic praise
- Neglecting to include your contact information
- WRITING TOO BRIEF OR OVERLY LENGTHY LETTERS

BY STEERING CLEAR OF THESE MISTAKES, YOUR REFERENCE LETTER FOR CORRECTIONAL OFFICER CANDIDATES WILL BE MORE LIKELY TO IMPRESS HIRING MANAGERS AND SUPPORT THE APPLICANT'S SUCCESS.

FREQUENTLY ASKED QUESTIONS

Q: WHAT SHOULD BE INCLUDED IN A REFERENCE LETTER FOR CORRECTIONAL OFFICER?

A: A REFERENCE LETTER FOR CORRECTIONAL OFFICER SHOULD INCLUDE AN INTRODUCTION STATING YOUR RELATIONSHIP TO THE CANDIDATE, SPECIFIC EXAMPLES OF RELEVANT SKILLS AND EXPERIENCES, KEY QUALITIES SUCH AS INTEGRITY AND CONFLICT RESOLUTION, AND A CONCLUSION WITH YOUR CONTACT INFORMATION.

Q: WHO CAN WRITE A REFERENCE LETTER FOR CORRECTIONAL OFFICER POSITIONS?

A: REFERENCE LETTERS FOR CORRECTIONAL OFFICER CANDIDATES CAN BE WRITTEN BY SUPERVISORS, MANAGERS, COLLEAGUES, INSTRUCTORS, OR COMMUNITY LEADERS WHO HAVE DIRECT KNOWLEDGE OF THE APPLICANT'S SKILLS AND CHARACTER.

Q: How long should a reference letter for correctional officer be?

A: Ideally, a reference letter for correctional officer should be between 300 and 500 words, covering all essential points without being overly lengthy or too brief.

Q: WHAT ARE THE MOST IMPORTANT QUALITIES TO HIGHLIGHT IN A CORRECTIONAL OFFICER REFERENCE LETTER?

A: THE MOST IMPORTANT QUALITIES INCLUDE HONESTY, RELIABILITY, CONFLICT RESOLUTION, LEADERSHIP, TEAMWORK, AND THE ABILITY TO REMAIN CALM UNDER PRESSURE.

Q: CAN PERSONAL REFERENCES BE USED FOR CORRECTIONAL OFFICER APPLICATIONS?

A: Professional references are preferred, but personal references may be considered if they provide relevant insights into the applicant's suitability for a correctional officer role.

Q: How do you format a reference letter for correctional officer?

A: Use a professional format with an introduction, body paragraphs highlighting the candidate's relevant attributes, and a conclusion with your contact details.

Q: IS IT NECESSARY TO PROVIDE SPECIFIC EXAMPLES IN A CORRECTIONAL OFFICER REFERENCE LETTER?

A: YES, PROVIDING SPECIFIC EXAMPLES HELPS SUBSTANTIATE YOUR CLAIMS AND STRENGTHENS THE CREDIBILITY OF YOUR RECOMMENDATION.

Q: WHAT COMMON MISTAKES SHOULD BE AVOIDED IN A REFERENCE LETTER FOR CORRECTIONAL OFFICER?

A: AVOID VAGUE LANGUAGE, LACK OF SPECIFIC EXAMPLES, GRAMMATICAL ERRORS, AND FAILING TO INCLUDE CONTACT INFORMATION.

Q: SHOULD REFERENCE LETTERS FOR CORRECTIONAL OFFICER BE TYPED OR HANDWRITTEN?

A: Typed letters are preferred for professionalism, clarity, and ease of reading.

Q: How can a reference letter improve a candidate's chances of being hired as a correctional officer?

A: A WELL-WRITTEN REFERENCE LETTER SUPPORTS THE CANDIDATE'S QUALIFICATIONS, SHOWCASES THEIR STRENGTHS, AND PROVIDES CREDIBLE ENDORSEMENT, MAKING THEM STAND OUT TO HIRING MANAGERS.

Reference Letter For Correctional Officer

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Reference Letter for Correctional Officer: A Comprehensive Guide

Securing a position as a correctional officer requires demonstrating not only the necessary skills and qualifications but also the character and integrity to handle the demanding responsibilities. A strong reference letter can be the deciding factor in your application. This comprehensive guide provides a step-by-step approach to requesting and crafting the perfect reference letter for correctional officer positions, highlighting key elements that will impress hiring managers. We'll delve into what makes a compelling letter, what information to include, and what to avoid, ultimately maximizing your chances of landing your dream job.

Understanding the Importance of a Strong Reference Letter

A reference letter for a correctional officer serves as a powerful testament to your character, work ethic, and suitability for the role. It's a chance for a respected individual who knows you well to vouch for your abilities and reliability. Unlike a resume, which lists accomplishments, a reference letter provides context – a personal perspective that adds depth and credibility to your application. Hiring managers weigh these letters heavily because they offer insights into aspects of your personality and behavior that might not be apparent from your resume or interview.

Who to Ask for a Reference Letter

Choosing the right reference is crucial. Ideally, select someone who can speak to your relevant experience and personal qualities from a position of authority. Consider these individuals:

Former Supervisors: If you've worked in law enforcement, security, or roles requiring responsibility and discipline, former supervisors are excellent choices. They can attest to your reliability, work ethic, and ability to handle pressure.

Professors: If you have relevant academic experience, a professor who taught you in criminal justice, psychology, or sociology could provide valuable insight into your character and intellectual capabilities.

Mentors: Individuals who've guided your career and can speak to your commitment to public service or law enforcement can also be strong references.

Important Note: Always ask permission before listing someone as a reference. Give them your resume and a job description, allowing ample time to prepare a meaningful letter.

What to Include in Your Reference Letter Request

When asking for a reference, provide your potential recommender with the following:

Your Resume: This gives them a comprehensive overview of your qualifications and accomplishments.

The Job Description: This helps them tailor their letter to the specific requirements of the position. A List of Your Key Strengths: Highlight the traits most relevant to the job (e.g., trustworthiness, patience, conflict resolution skills, ability to work under pressure).

The Application Deadline: This ensures they have enough time to write a thoughtful and detailed letter

Contact Information: Provide your contact information and the contact information for the hiring manager or organization.

Crafting the Perfect Reference Letter: Content and Structure

A strong reference letter for a correctional officer should follow a clear structure and include specific details. Here's a recommended format:

Heading: Include the date and the contact information of the person writing the letter. Introduction: Clearly state your relationship with the candidate and the duration of your acquaintance.

Body Paragraphs: Focus on specific examples showcasing the candidate's relevant skills and qualities. Quantify accomplishments whenever possible. For instance, instead of saying "He is a

reliable worker," say "During his three years at [previous employer], he consistently maintained a perfect attendance record and exceeded expectations in [specific task]."

Conclusion: Summarize your overall assessment of the candidate and explicitly recommend them for the position. Reiterate their suitability and express confidence in their ability to excel.

Closing: End with a professional closing and your signature, including your title and contact information.

Key Qualities to Highlight in Your Reference Letter

The following qualities are particularly important for correctional officers and should be emphasized in the reference letter:

Integrity and Honesty: Highlight instances where the candidate demonstrated strong moral character and ethical conduct.

Calmness under pressure: Provide examples of how the candidate handled stressful situations with composure and professionalism.

Conflict Resolution Skills: Describe situations where the candidate successfully de-escalated conflicts or resolved disputes peacefully.

Decision-Making Abilities: Mention instances where the candidate made sound judgments under pressure.

Physical and Mental Stamina: If applicable, highlight the candidate's ability to handle physically and mentally demanding tasks.

Teamwork and Collaboration: Showcase the candidate's ability to work effectively as part of a team.

What to Avoid in a Reference Letter

Vague Statements: Avoid general comments without specific examples.

Exaggerations or False Information: Honesty and accuracy are paramount.

Negative Comments: Focus on positive attributes and avoid mentioning any shortcomings.

Personal Biases: Keep the letter professional and objective.

Grammatical Errors and Typos: Proofread carefully before submitting.

Conclusion

A well-written reference letter can significantly boost your chances of securing a correctional officer position. By following the guidelines outlined in this guide, you can increase the likelihood of receiving a compelling and effective letter that highlights your strengths and suitability for the role. Remember to choose your references carefully, provide them with the necessary information, and carefully review the final draft before submission.

FAQs

- 1. How many references should I provide? Most applications request at least two, but providing three can strengthen your application.
- 2. Can I write my own reference letter? No, it's crucial that the letter comes from an unbiased third party who can speak to your qualifications and character.
- 3. What if my former supervisor is unavailable? Try contacting other individuals who can attest to your relevant skills and experience, such as professors, mentors, or colleagues.
- 4. Should I send the reference letter directly to the hiring manager? Follow the instructions provided by the employer. Sometimes, you'll be asked to upload the letter directly to the application portal; other times, the recommender will be asked to send the letter directly.
- 5. How long should a reference letter be? Ideally, a reference letter should be concise and focused, generally ranging from one to two pages. Avoid overly lengthy letters.

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look like they had a chance to win the war, Sheila was at last posted to the European side of the English Channel, and was excited to think she would finally see some real action and have some adventures on the Continent. She didn't expect it to change her life forever. While sorting through her mother Sheila's letters, pictures, and poems after her death, Simonne Ferguson discovered a woman that she had only seen glimpses of as she was growing up. Three Score and Ten is a personal memoir of her mother's life, from her childhood in England—the daughter of a patriotic Irish Catholic father and a middle-class English Protestant mother—to joining the British Army on the second day of WW2—a decision she never regretted—then leaving everything behind to come to Canada as a war bride, and adapting to life as a rural Ontario housewife, married to William 'Brownie' Eccles, and mother of four. A touching tribute to her mother, Three Score and Ten gives readers a glimpse into the life of a woman who was not afraid to stand up against injustice and for what she believed in, and who always tried to achieve her dreams, but was often frustrated and disappointed by the restrictions placed on women in the twentieth century.

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survey of imaginings of the prison as expressed in carceral metaphors in a range of texts about
imprisonment from Antiquity to the present as well as non-penal situations described as confining or
restrictive. These imaginings coalesce into a 'carceral imaginary' that determines the way we think
about prisons, just as social debates about punishment and criminals feed into the way carceral
imaginary develops over time. Examining not only English-language prose fiction but also poetry and
drama from the Middle Ages to postcolonial, particularly African, literature, the book juxtaposes
literary and non-literary contexts and contrasts fictional and nonfictional representations of
(im)prison(ment) and discussions about the prison as institution and experiential reality. It

comments on present-day trends of punitivity and foregrounds the ethical dimensions of penal punishment. The main argument concerns the continuity of carceral metaphors through the centuries despite historical developments that included major shifts in policy (such as the invention of the penitentiary). The study looks at selected carceral metaphors, often from two complementary perspectives, such as the home as prison or the prison as home, or the factory as prison and the prison as factory. The case studies present particularly relevant genres and texts that employ these metaphors, often from a historical perspective that analyses development through different periods.

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learning, professional settings, public and private agencies, and beyond. It is an easy, accessible
resource for anyone hoping to learn the nuts and bolts of writing for criminal justice audiences.
—Christina Mancini, Virginia Commonwealth University, Wilder School of Government and Public
Affairs The SAGE Guide to Writing in Criminal Justice equips students with transferable writing
skills that can be applied across the field of criminal justice—both academically and professionally.
Authors Steven Hougland and Jennifer M. Allen interweave professional and applied writing,
academic writing, and information literacy, with the result being a stronger, more confident report
writer and student in criminal justice. Students are also exposed to a number of best practices for
academic and professional writing, such as research papers, resumes and cover letters, and report
writing. The perfect companion for any introductory criminal justice course, this brief text focuses
on key topics that will benefit students in their classes and in the field.

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What I do not know about criminal and prison slang could be written on the back of a postage stamp and still leave room for The Lord's Prayer ...' From ex-professional bank robber and bestselling author Noel Smith, this is the most authoritative dictionary of criminal slang out there - and an unmissable journey, through words, into the heart of the criminal world.

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John Grisham had better look to his laurels—there's a new writer of legal thrillers in town. Richard A. Lupoff, author of The Classic Car KillerHoward Henley is not a killer. That seems obvious to lawyer Janet Moodie when she's called in to work his appeal. Her new client was convicted of arranging the shooting of a drug dealer, but the man who pulled the trigger has always said Henley had nothing to do with it. So why is Henley the one on death row? Janet's new case takes her from the desperate world of prison gangs, where men are murdered as an initiation rite, to the courtroom, where a mental illness might mean the difference between life and death. Can she convince a judge of her client's innocence before it's too late?

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