

KANSAS DEPARTMENT OF CORRECTIONS

	INTERNAL MANAGEMENT POLICY AND PROCEDURE	SECTION NUMBER 14-143	PAGE NUMBER 1 of 3
		SUBJECT: PAROLE SERVICES: TERMINATION OF SUPERVISION: Closing Summary	
Approved By:  Secretary of Corrections		Original Date Issued: 09-01-95	
		Current Amendment Effective: 03-28-05	
		Replaces Amendment Issued: 11-01-00	
Reissued By:  Policy & Procedure Coordinator		The substantive content of this IMPP has been reissued as per the appropriate provisions of IMPP 01-101. The only modifications within the reissue of this document concern technical revisions of a non substantive nature. Date Reissued: 05-20-11	

POLICY

A closing report shall be prepared for all offenders at the termination of the period of supervision. When supervision of post-incarceration supervision is terminated by reason(s) other than discharge, the supervising parole officer shall submit a closing summary report, which summarizes the performance of the offender during the entire period of supervision. The discharge recommendation report shall serve as the closing summary when a Kansas parole case is terminated by early discharge. Information contained in reports required for case closure for offenders under supervision through the Interstate Compact agreements shall be utilized as the closing summary for such cases.

DEFINITIONS

Closing summary: A case report, which summarizes an offender's progress during the immediate supervision period.

Discharge Recommendation: A report prepared for the Kansas Parole Board which summarizes an offender's progress during the immediate supervision period, and requests that the offender be discharged early from his/her sentence.

PROCEDURES

I. Completion of Closing Summary Requirements

- A. The closing summary shall utilize the format provided in TOADS.
- B. A closing summary shall be completed when supervision of a Kansas release case is terminated by reason(s) other than early discharge, maximum sentence discharge, or death.
 - 1. The report shall be submitted with the revocation packet within ten (10) working days of sentencing by the court or completion of the transportation memo.
- C. The discharge recommendation submitted to the releasing authority through the parole director or designee, per IMPP 14-133, shall serve as the closing summary for Kansas release cases terminated by discharge.

- D. Per provisions of IMPP 14-105, the report prepared to close interest in offenders supervised under the Interstate Compact shall serve as the closing summary.

II. Contents of the Closing Summary

- A. The closing summary shall include the following information:
1. A brief description of the offender's behavior, attitude, and cooperation during the entire supervision period;
 2. Any circumstances regarding the violation(s) which may or may not be compatible with the violation report;
 3. The offender's response to the violations, when that information is not included in the Violation Report;
 4. A brief summary of unrelated violation(s), which have occurred during the supervision period and interventions used to resolve those violation(s);
 5. A brief summary of the offender's most prominent criminogenic risks and needs, efforts made to address them during the supervision period, and any progress made by the offender;
 6. An assessment of the effectiveness of any community treatment or training resources used by the offender and/or the effects of the unavailability of such resources;
 7. A brief description of the reasons for the failure of the parole/post-incarceration supervision;
 8. Recommendations and justifications for programming within the institution and subsequent supervision periods;
 9. Information regarding any pending charges, felony or misdemeanor, case number, agency of jurisdiction, status of the charges, and any upcoming court dates;
 10. Circumstances as to why the offender was not offered a Waiver of Final Revocation Hearing (pending charges, etc.), if the offender has a determinate sentence and the waiver was not offered; and
 11. The approved plan for next release and reporting instructions, for condition violators who meet the criteria as outlined in IMPP 11-117 and 14-103, and waive their Final Revocation Hearing. Suggestions for next release plans may be made for cases in which the offender will have a hearing before the Kansas Parole Board.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

None.

REFERENCES

IMPP 14-105, 14-110, 14-133

ATTACHMENTS

None.