




KANSAS DEPARTMENT OF CORRECTIONS

	INTERNAL MANAGEMENT POLICY AND PROCEDURE	SECTION NUMBER 14-111	PAGE NUMBER 1 of 10
		SUBJECT: PAROLE SERVICES: Offender Risk Management – Classification Levels	
Approved By:  Secretary of Corrections		Original Date Issued:	09-01-95
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		08-12-11	

POLICY

The Parole Services Division shall manage offenders in the community using a risk management system. The department shall use the Level of Services Inventory-Revised (LSI-R) as an instrument to assess criminogenic risk and needs, determine intervention targets, measure offender behavior change, and establish the foundation for case management practices. Classification of offenders and supervision levels will be consistent with principles of risk, need, responsivity, and professional discretion all aimed at public safety and risk reduction. Interventions during supervision should be based on dynamic risk factors and prioritized based on the offender's risk to re-offend. Each offender will be assigned to one of three supervision levels: high, moderate or low. Some offenders classified as low that meet criteria will be eligible for mail-in supervision reporting. The classification level assigned will be based on the offender's assessed risk/need score and other objective risk management factors out lined in this policy. Offenders will be reassessed periodically to determine any change in the risk/need level, and to ensure that the classification is consistent with the risk/need of the offender. The supervision level assigned will guide the minimum number and type of contacts as set out in IMPP 14-117.

DEFINITIONS

Assessment: A process by which relevant information is synthesized to establish the overall internal and external traits of the offender to assist in the development of an individualized case management plan.

Automated Telephone Reporting (ATR): Automated Telephone Reporting System – an automated telephone system used to collect and verify information from offenders. Information may also be provided to offenders via the system.

Case Management: Comprehensive approach to post-conviction supervision of offenders to reduce risk and support reintegration by; assessment, development and implementation of programs & interventions.

Classification: A process of assessing, evaluating and categorizing offenders to facilitate effective case management.

Criminogenic Needs: Dynamic factors of the offender that, when changed, are associated with changes in the probability of recidivism.

Intervention: Any strategy used to reduce risk/need areas and/or interrupt/redirect behavior.

Period of Post-Release Supervision: The period of time the offender is supervised under post-release supervision including service of violation time.

Level of Service Inventory-Revised (LSI-R): The LSI-R is an objective, 54-item risk/needs assessment instrument composed of ten subcomponents that contain both static and dynamic risk factors. The instrument is a quantitative survey of attributes of offenders and their situations relevant to level of service decisions. The LSI-R provides a consistent and valid method of predicting risk to re-offend and a reliable means of measuring offender change over time through reassessment.

Multidisciplinary team (MDT): Individuals selected by the Secretary of Corrections from a variety of state and private sources for the express purpose of assessing whether or not a person meets the definition of a sexually violent predator.

Need: The requirement for some type of intervention to reduce criminal behavior.

Physically/Mentally Incapacitated Offender: An offender whose physical or mental condition results in the individual being unable to participate in the LSI-R assessment process.

Profile Report: A level-of-service classification based on an offender's overall assessment score.

Risk: The potential for criminal behavior.

Significant Event: An action, behavior or circumstance which, when factored into the LSI-R assessment instrument, changes the offender's supervision level by raising it or lowering it. Examples of significant events are loss of employment, gaining sustained employment, relapse in substance abuse, completing a significant period of sobriety, change in accommodation, change in family circumstances such as marriage or divorce, new conviction or discovery of new conviction information, or completion of one or more significant goals of the offender's case plan.

Override: A process which allows for the review of an offender's classification level, and may allow an offender to be supervised at a supervision level other than that prescribed by the risk/need assessment tool score because of other aggravating or mitigating risk attributes, factors or behaviors.

Static 99: A brief actuarial instrument designed to estimate the probability of sexual and violent recidivism among adult males who have already been convicted of at least one sexual offense against a child or non-consenting adult.

SONAR: Sex Offender Need Assessment Rating - A scale used to evaluate change in risk among sexual offenders.

Unresolved Violations: Violations that have not been addressed with an intervention and recorded as such in TOADS.

PROCEDURES

I. Assessment Processes

- A. The LSI-R shall be the primary risk assessment tool.
- B. Quality control is an essential part of the LSI-R.
- C. The first community based LSI-R assessment, upon an offender's release to the community or receipt for supervision, shall include a personal interview with the offender.
 1. Subsequent LSI-R reassessments may be conducted without a personal interview with the offender, if accurate and sufficient information can be gained using other means such as contacts with the offender, collateral contacts, review of case file, supervision history, etc.
 2. The use of an LSI-R interview guide is encouraged to ensure that appropriate questions are asked and are posed in a manner to elicit a detailed response.

3. Detailed notes shall be taken during the LSI-R interview/assessment process and shall be entered into the TOADS LSI-R document.
 - a. The quality of the interview notes entered into TOADS shall be such that the quality assurance audit process can effectively determine the accuracy of assessment.
 - b. Notes entered into TOADS during the interview shall be documented in a manner that is not disruptive to the interview process and does not detract from the quality of the interview.
4. The LSI-R assessment shall be scored using the LSI-R scoring guide to ensure accurate scoring.
 - a. Scoring of the assessment shall not be conducted in the presence of the offender.

II. Offender Participation

- A. The first community based LSI-R assessment shall be conducted with the offender's participation. Offender participation in subsequent assessments is not required but encouraged.
 1. If an offender is unwilling or unavailable to fully participate, the assessment shall be completed by:
 - a. Obtaining as much information as possible from the offender;
 - b. Reviewing all available criminal history sources;
 - c. Reviewing the offender's case file;
 - d. Utilizing collateral contacts;
 - e. Utilizing official documents; and
 - f. Documenting the refusal and sources used to obtain/verify information.
 2. If an offender refuses to fully participate, the offender's refusal to participate shall result in the withholding of good time credits in accordance with applicable provisions of IMPP 14-120.

III. LSI-R Completion Requirements

- A. Assessments are initially required in the following situations:
 1. After the release of an offender to supervision status from a Kansas correctional facility where the offender did not go to a local jail on a detainer or did not go to the Larned sexual predator unit.
 - a. Kansas offenders without a LSIR assessment in TOADS, completed during the current sentence, shall be supervised at the high supervision level until an assessment is completed
 - b. Completion of the LSI-R Assessment is not required for offenders who are released from a Kansas correctional facility with less than 45 days to serve on their sentence.

2. After acceptance of an offender under the terms of the interstate compact agreement;
 - a. Offenders arriving on the basis of reporting instructions with a non-person crime shall be supervised at the moderate level of supervision until an LSI-R is completed.
 - b. Offenders arriving on the basis of reporting instructions with a person crime shall be supervised at the high level of supervision until an LSI-R is completed or the case is closed.
 3. Upon return of an offender from out-of-state supervision.
 - a. If previous LSI-R assessments have been completed during the offender's period of post release supervision, the offender's out-of-state supervision history shall be reviewed and the offender shall be interviewed to determine if "significant events" have occurred which would change the supervision level if an LSI-R were completed with the events considered.
 - b. If after review, the significant events would change the supervision level, an LSI-R should be completed.
 4. Upon release of an offender from the Larned sexual predator unit if the offender still has a period of parole/post-release supervision;
 5. Upon release of an offender from a local jail if the offender was released to a detainer;
 6. Upon release from jail and availability for supervision, a 4th or subsequent DUI case.
- B. Offenders with physical or mental disabilities shall receive an assessment.
1. An offender's inability to participate shall be documented and the assessor shall complete the assessment based on file information, case management knowledge of the offender, and collateral information.
 2. Offenders with hearing or speech disabilities shall be provided interpreter services by the parole office as applicable.
 - a. When using an interpreter for assessments, only a certified assessor shall initiate interview questions for the interpreter.

IV. Time Frames for Completion of Community Based LSI-R Assessments

(See Attachment D for a summary)

- A. Kansas offenders who are received for supervision and do not have a LSIR assessment in TOADS, generated during the current sentence:
 1. A LSI-R assessment shall be conducted within 30 days of an offender's release from a KDOC facility or jail.
- B. Kansas offenders received for supervision who have a LSIR assessment in TOADS, generated during their service of the current sentence:
 1. The most recent LSIR assessment shall be used to determine the parole supervision level and develop a case plan, per IMPP 14-113.

2. A LSIR re-assessment shall be completed between 60 and 90 days from the date that the offender was released to the community for supervision.

C. Interstate Compact Offenders.

1. A LSI-R assessment shall be conducted within 30 days of an offender's acceptance for supervision.
2. In the case of compact offenders accepted for supervision but not yet in Kansas, an LSIR assessment shall be completed within 30 days of the offender's arrival in Kansas.

D. Assessments Created by Contract Providers or Community Corrections Agencies.

1. LSIR assessments completed by KDOC contract providers or community corrections agencies and entered in TOADS may be used to determine parole supervision levels.
2. Such assessments may be used in place of regularly scheduled parole assessments, if completed within 90 days of the parole LSIR being due.
3. Community corrections assessments used must be from an active term of concurrent probation supervision.

E. Subsequent Assessments

1. At least two LSI-R assessments shall be completed during the period of post release supervision, with the exception of offenders who have 45 days or less remaining at the time of the proposed parole assessment date, or those assigned to the low supervision level after one community based LSIR.
 - a. The first LSI-R assessment shall be completed as indicated in sections III and IV.
2. Additional reassessments shall be completed on an annual basis, twelve months after the preceding assessment
3. Additional LSI-R assessments shall be completed when significant events occur that would change the supervision level of the offender.
4. If a transfer of supervision of an offender occurs within 30 days of the due date for a parole assessment, the Parole Officer who initiates the transfer shall complete the LSI-R assessment prior to transfer.
5. LSI-R reassessments shall be completed for offender's who are being returned to prison for violations of release conditions, except those who are being revoked for new felony convictions and have a new sentence to serve with KDOC.
 - a. A personal interview with the offender is not required for LSI-R's conducted to capture revocation behavior.
 - b. The reassessment shall be completed by the Parole Officer of record at the time of revocation and entered into TOADS at, or prior to, submission of the revocation packet
 - c. LSI-R assessments do not need to be completed at revocation for offenders who are being returned to a KDOC facility from interstate supervision or are being returned from custody out of state, or who have not had an initial LSIR assessment while on parole supervision.

V. Classification

- A. High Supervision Level - Offenders will be assigned to High Supervision level if they score 34 or higher on the LSI-R assessment instrument.
 - 1. An offender determined by a judicial proceeding to be a sexually violent predator pursuant to K.S.A. 59-29a01 shall be managed at the high classification management level.
 - a. Offenders determined to be sexually violent predators will automatically be coded at the high supervision level by the computer.
- B. Moderate Supervision Level - Offenders will be assigned to Moderate Supervision level if they score 19-33 on the LSI-R assessment instrument.
- C. Low Supervision Level - Offenders will be assigned to Low Supervision Level if they score 18 or below on the LSI-R.
 - 1. There are two service levels in this category: Low – Person (quarterly reporting) and Low – Mail in.
 - 2. The level of supervision should be determined in accordance with section VII.

VI. Overrides

- A. Parole Officers may request an override to a level of supervision other than that prescribed by the LSIR score, if a review of all available information indicates the need for higher or lower supervision level. Factors to consider include the following:
 - 1. Current risk factors or public safety concerns
 - 2. Any mental health or special management needs.
 - 3. Level of compliance while on supervision
 - 4. Information gained from community resources. law enforcement agencies or treatment providers.
 - a. A current LSIR assessment must be in TOADS, which includes the issues or behaviors which are included as the rationale for override consideration.
- B. When an offender managed as a sex offender scores either in the low or moderate supervision classification level, additional factors shall be considered in determining the final level. Such factors shall include, if available:
 - 1. Results of the Static 99;
 - 2. Axis I and II diagnoses;
 - 3. The MDT rating;
 - 4. Treatment recommendations; and/or
 - 5. Results of the SONAR.
- C. The Parole Officer shall weigh all information contained in the reports and shall consult with treatment staff, as necessary, for input as to the potential supervision level.

- D. A Parole Officer requesting an override to a higher or lower supervision level shall complete the Supervision Level Override form in TOADS.
1. The offender may be supervised at the proposed supervision level once determined by the Parole Officer that a higher level of supervision is required.
 2. The override to increase an offender's supervision level shall be reviewed for approval/disapproval by the Parole Supervisor.
 - a. Should the supervisor not concur with the Parole Officer's supervision level determination, the appropriate level shall be negotiated based upon available information and discussion.
 3. If an override is being requested to supervise an offender at a lower supervision level than indicated by the LSI-R, the offender shall be supervised at the level prescribed by the LSI-R until the override is approved by the Parole Supervisor.
 4. Once the override is approved by the Parole Supervisor, the appropriate supervision level will automatically be reflected in OMIS and TOADS.
 5. Override requests and responses shall be documented in the contact notes of TOADS.
- E. Any override completed by the Parole Officer or a computer generated override shall remain in effect until removed via approval of the Parole Supervisor.

VII. Determination of Low Supervision Levels and Assignment

- A. Offenders who are on the low supervision level and meet any of the following criteria should be placed on the Low-Person (quarterly) level of supervision:
1. Offender has not yet had a LSIR assessment completed while on parole; or
 2. Offender has been on supervision for less than 90 days; or
 3. Documented case management issues or needs exist which indicate a need for more supervision or support services than the offender would receive on the Low mail-in supervision level.
- B. All other offenders on the low supervision level shall be placed on Low mail-in supervision level.
1. Prior to placement on Low – Mail in supervision, the assigned Parole Officer shall ensure the following:
 - a. Active Special Conditions have been, or are being addressed;
 - b. Referrals to any necessary programs or services have been made;
 - c. If a Batterers Intervention program is required, it has been completed;
 - d. Not on Electronic Monitoring/GPS monitoring;
 - e. Any violations have been resolved;
 - f. No pending charges exist, excluding minor traffic offenses and non-volitional offenses which occurred prior to the supervision period;
 - g. If unemployed and employable, a plan for employment search is in place; and,

- h. A payment plan is in place for restitution, court ordered fees, child support owed and any overdue supervision fees.
- C. Upon implementation of an Automated Telephone Reporting system (ATR), the criteria and procedures in place for mail-in supervision shall be used for the Automated Telephone Reporting system.

VIII. Transferring a Case to Low Mail-in Supervision.

- A. The Parole Officer should Complete the Mail-In form contained in TOADS (Attachment B, IMPP 14-111) or the Call-In form (Attachment D) upon implementation of the Call-in system.
- B. The form should be provided to the appropriate Parole Supervisor for review and approval.
 - 1. Requests pertaining to an offender whose current offense involved a crime that resulted in the death of another human being must be approved by Deputy Secretary of Community and Field Services prior to transfer to Low - mail in supervision.
 - a. An e-mail containing the rationale for placement of the offender on mail-in supervision shall be completed by the Parole Supervisor and shall be forwarded to the Deputy Secretary of Community and Field Services for review.
 - b. The offender shall not be placed on mail-in supervision until a positive response is received from the Deputy Secretary.
- C. Once reviewed by the supervisor the parole officer will be notified of the approval or disapproval.
 - 1. If approved by the supervisor, the supervision fee code in OMIS will need to be updated. This change should be made manually if the process is not automated.
 - a. If the offender is indigent, the offender shall be coded as supervision type "D" when assigning the offender to the Mail-in supervision Officer in OMIS.
 - b. If the transfer is disapproved, the offender shall not be placed on Low mail-in supervision.
 - 2. If the offender is approved for placement on Low mail-in supervision, the Parole Officer shall meet with the offender and provide a copy of the Instructional Letter for Offenders (Attachment C) advising the offender of the process. The contents of the letter and the mail in supervision process shall be thoroughly explained to the offender.
 - 3. The PO shall print Supervision Fee coupons from OMIS and provide them to the offender, along with instructions on how and when to make payments.
 - a. The number of coupons provided should match the number of months to serve on supervision, up to 12 months. Offenders who will be on supervision longer than 12 months should be instructed to contact the PO for additional coupons, when needed.
 - 4. The PO shall provide the offender with an appropriate number of blank Monthly Report Forms.
 - 5. If the change in supervision level will result in a transfer of the case to another Parole Officer, contact information for the new Parole Officer shall be provided as well as information that is to be relayed to the new officer on a regular basis or as changes in circumstances occur.

6. If the change in supervision level results in a change in Parole Officer, procedures and indicated in IMPP 14-123 "Intrastate Transfers" should be followed.

VIII. Removal from Mail In Supervision

- A. Violations determined to be significant with regard to offender stability or public safety shall be staffed by the Parole Officer with the Parole Supervisor for potential removal from mail-in supervision. Those violations should include:
 1. Intentional victim contact;
 2. Personal conduct violations;
 3. Convicted of a new crime;
 4. Repeated or severe instances of substance abuse; or,
 5. Repeated instances of failing to report as required.
- B. The assigned Parole Officer shall factor the significant event and/or violations into the LSI-R to determine the potential for changing the offender's supervision level, and complete any LSIR reassessment and/or override form that are necessary.
- C. If the removal from mail-in supervision results in a case being transferred to another caseload:
 1. The supervision officer shall provide the receiving Parole Officer with information as to why the offender is being moved to a non-mail-in caseload and shall enter in TOADS any violations incurred.
 2. The supervision officer shall remove the offender from mail-in caseload via the Mail In Form in TOADS.
- D. If interventions are necessary, the Parole Officer receiving the offender from a mail-in supervision officer shall be responsible for imposing the interventions, however the supervision officer may recommend interventions to be imposed.
 1. The supervision officer shall be responsible for entering violations in TOADS. The officer receiving the offender shall be responsible for entering the intervention and subsequent resolution.

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

K.S.A. 59-29a01
IMPP 11-113, 11-115, 14-117
LSI-R Manual

ATTACHMENTS

Attachment A - Override Request Form, 1 page
Attachment B - Mail-in Form, 1 page
Attachment C - Instructional Letter for Offenders, 2 pages
Attachment D - LSIR Assessment Schedule Summary, 1 page
Attachment E - Call In Form, 1 page

KANSAS DEPARTMENT OF CORRECTIONS
MAIL-IN SUPERVISION TRANSFER FORM

Name: _____ KDOC Number: _____

From Parole Officer: _____

Is the offender accurately scored for Low Supervision (18 or less on LSI-R) (circle one) Yes No

Is the offender in compliance with the following low supervision exclusionary criteria?	YES	NO
*Current crime of conviction resulted in the taking of a human life. (Assignment to mail-in reporting shall require prior approval of Deputy Secretary of Community and Field Services.)		
Offender has not been gainfully employed unless excused for valid reasons.		
Offender has pending violations that have not been resolved with an intervention.		
Offender has not actively participated in, or has not completed programs as directed.		
Offender has Special Needs (includes mentally ill offenders who will be screened on a case by case basis) which require maintenance on a level higher than low mail-in		
Offender currently in CRB/In-patient treatment		
Offender currently on EMD/GPS		
Offender pending revocation process		
Offender has pending charges including DUI/DWS but excluding minor traffic violations during that past six months		
Offender has had a positive UA during the past four months		
*Offender behind more than 4 months on their supervision fees during the current supervision period shall be screened by the officer and supervisor for reduced supervision. The officer and supervisor shall determine if the offender shall be placed on reduced supervision.		

If the answer to any of the criteria listed above is "yes", (with the exception of those marked with an asterisk), the offender should not be processed further for mail-in reporting, and completion of the subsequent portion of the form is not necessary. All forms shall be forwarded to the Parole Supervisor for review.

Is the offender involved in any programs? Yes No

If yes, please provide the following information:

Program	Contact Person	Telephone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

Are all TOADS entries current (Demographics, Conditions/Special Conditions, Violations/Interventions, Employment Status/History, Case Plan, etc.)? Yes No

Does the offender owe any restitution and court costs? Yes No

If yes, please provide information on court balance and the name, address, and telephone number of the agency/collection company where payments are to be made:

Is the offender current on supervision and UA fees? Yes No If not, what is the balance _____

Is Employer Notification complete? Yes No Last Notification Made To: _____

Are there any 3rd Party Notification Issues Yes No If so, what are they?

Is the offender eligible to earn Good Time? Yes No If yes, when is the next award due: _____

Are there any special issues with this offender?

Supervisor's Approval for Movement to Reduced: Yes No

Signature: _____ Date: _____

Kansas Department of Corrections
Division of Community and Field Services
Instructional Letter For Offenders

Date:

To: *Offender Name*
 Street Address
 City, State, Zip

From: *Current PO*

You have been selected to be supervised on a mail-in supervision basis. Information is contained below which explains the requirements of mail-in supervision. Your current parole officer will review this information and answer questions you might have before you are transferred to the Mail-In Supervision Officer.

- Your supervision is being transferred to a Mail-In Supervision Caseload and will be monitored by a Mail-In Supervision Parole Officer at either the Topeka or Wichita Parole Office depending on whether you are currently supervised in the Northern or Southern parole region. If you are reporting to the parole officer in Topeka, the contact phone number is 785-296-8514. If you are reporting to the parole office in Wichita, the contact phone number is 316-613-7208. The addresses for each officer are as follows:

Topeka Parole Office
1430 SW Topeka Blvd., 3rd Floor
Topeka, KS 66612

Wichita Parole/Re-Entry Office
212 South Market
Wichita, KS 67202

- On this new caseload you are no longer required to report in person on a monthly basis. Reporting in person may be required on an as need basis for random urinalysis testing or other supervision reasons. If required to report, you will do so at the nearest Parole Office unless otherwise indicated by the Mail-In Supervision Parole Officer.
- You are required to mail to your newly assigned Parole Officer, a monthly report form that must be post marked by the 15th of each month. The report form must be completed in detail and should be sent to your assigned officer at the Topeka or Wichita address cited above, whichever applies. In spaces where you have no information to provide you must draw a line through that blank. Never leave a line blank or fail to provide the details requested. Include in this mailing copies of your pay stubs, restitution payment receipts, program reports or other supervision verification as it applies to your case. If you run out of blank report forms, it is your responsibility to request additional copies.
- Supervision fees will continue to be assessed at a rate of \$25.00 monthly unless these are excused from payment by your parole officer. Supervision fees will only be excused after review of your income and expenses by your parole officer with supervisory approval. Unless excused from payment of supervision fees, supervision fees coupons and mailing labels will be supplied to you for the coming months. If you run out of coupons or lose those supplied to you, it is your responsibility to immediately request a new supply. There will be no excuse accepted for nonpayment of monthly supervision fees. Supervision Fee Payments shall be mailed to the following address:

Kansas Department of Corrections
P.O. Box 177
Lansing, KS 66043

A coupon must accompany your payment. Supervision fee payments shall not be paid in advance and shall only be paid after the first working day of the month for which payment is being made. Your officer will not handle payments.

- You must still report all Law Enforcement contacts to your newly assigned Parole Officer immediately. Changes in your address, phone number, employment or other changes in your previously reported status must be updated immediately with your newly assigned officer. This must be done with a phone call to your new officer and followed up by mailing a revised report form. Travel must still be requested and approved by your newly assigned officer.
- Sign all report forms indicating confirmation of the information therein. This change will enable us to address your supervision needs in the least restrictive manner as long as you continue to comply with your conditions of supervision. Should you require assistance while under this supervision, do not hesitate to contact your parole officer for that assistance.

Parole Officer

Kansas Department of Corrections Parole Services
LSI-R Assessment Schedule Summary

	First Community LSI-R Assessment and Classification	Scheduled Reassessments	Other Required Reassessments
<i>Offender Status:</i>			
Released from a KDOC facility with no LSI-R assessment or New SB67 DUI case or New Interstate Compact case	Complete a LSI-R assessment within 30 days of the offenders release to the community	Conduct reassessments on an annual basis, twelve months after the preceding assessment.	<ul style="list-style-type: none"> • When a significant event occurs. • When being returned to a KDOC facility as a condition violator with no new sentence.
Released from a KDOC facility with a facility LSI-R assessment from the current sentence and/or Released from a KDOC facility with a previous parole LSI-R assessment from the current sentence	Use the most recent LSI-R assessment to determine initial supervision level and Conduct a LSI-R reassessment between 60 and 90 days from the offenders release to the community.	Conduct reassessments on an annual basis, twelve months after the preceding assessment.	<ul style="list-style-type: none"> • When a significant event occurs. • When being returned to a KDOC facility as a condition violator with no new sentence.

* Scheduled reassessments are not required for offenders on the low supervision level.

Note: This information is a summary of the LSIR assessment schedule but is not intended to be used in place of the full content of IMPP 14-111. Please refer to the policy narrative for additional information regarding LSIR assessments and the classification process for offenders on supervision in the community.

Call-In Form

DOCNum

Offender Name

Offender Status

Officer#

Supervision Level

Officer Name

Supervision Entity

Section I

Indicate the level of supervision the offender is being placed on:

Low-Person (Quarterly Reporting): Call-in Supervision:

Section II – Complete only for offenders being referred to Call-in Reporting

Did crime result in the loss of a human life? Yes No
(If yes, Deputy Secretary approval is required prior to placement on Call-in supervision)

List any required programs or active Special Conditions: _____.

Describe the status of supervision fee's, court ordered fee's, child support and any payment plans: _____.

Section III – Approvals

Parole Supervisor approval: Yes No

Comments *(required for disapprovals)*: _____

If crime resulted in the loss of human life, refer to the Deputy Secretary for review and approval:

Deputy Secretary Approval: Yes No

Comments *(required for disapprovals)*: _____

Section IV – Changes and Removals

Mark the level of supervision that the offender is being placed on:

Move from Call-in to Low-quarterly supervision: Date _____

Move from low quarterly to moderate or high supervision level: Date _____

Move from Call in to Moderate or High supervision: Date _____

Comments: