



## Community Corrections

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### Adult Intensive Supervision Standards

Community-Based Services Division

714 SW Jackson Street, Suite 300

Topeka, Kansas 66603

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## **Chapter 1 Administration and Management**

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|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 09-01-2018<br><b>DATE REVIEWED:</b> 07-27-2023 |                                        |

**STANDARD:**

Agencies shall have a written document delineating the agency's mission within the context of the criminal justice system and as an evidence-based organization. This document shall be reviewed and updated as needed.

**DEFINITIONS:**

None

**DISCUSSION:**

The mission statement should concisely describe the agency's purpose, role, philosophies, values, goals, objectives, and reflect the agency's alignment with evidence-based practices.

**REFERENCES:**

K.S.A. 75-5290, *et seq.*

NOTE: The standards set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the adult offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or adult offenders, or an independent duty owed by the Kansas Department of Corrections, Community-Based Services Division to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised adult offenders or third parties. This standard is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

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|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Organizational Structure                                                        |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 09-01-2018<br><b>DATE REVIEWED:</b> 07-27-2023 |                                        |

#### STANDARD:

Agencies shall notify the Kansas Department of Corrections in writing of any organizational changes as described below:

- Within three (3) but no more than five (5) business days for changes in administrative personnel (e.g., director, deputy director, and/or fiscal-related personnel).
- Within ten (10) but no more than fifteen (15) business days for all other agency staff, advisory board members, and/or county commission chairpersons.

#### DEFINITIONS:

None

#### DISCUSSION:

To provide a clear administrative picture, current organizational information is necessary. The information should include program groupings, staffing patterns, span of control, and lines of authority.

#### REFERENCES:

K.S.A. 75-5290, *et seq.*

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**STANDARD:**

Agencies shall have written policy, procedure, and practice governing the development, approval, monitoring, and implementation of agency policies.

**DEFINITIONS:**

None

**DISCUSSION:**

The Kansas Department of Corrections (KDOC) publishes community corrections adult intensive supervision standards in which agencies are required to create policies around. KDOC defines the standards and agencies are required to develop policy and procedure based on the set of standards.

Agencies should have a process and practice detailing how policies will be developed, approved, monitored, and implemented. Policies and procedures should be developed to reflect agency needs and evidence-based practices. The developed policy should identify the process for approving and the individuals responsible for approving the new rule. To monitor the policies, agencies should have a system, possibly a committee to identify discrepancies or fidelity issues. Lastly, agencies should have a detailed process for implementation of policies. This should include how staff will be notified of any changes along with identifying applicable education provided to staff.

**REFERENCES:**

K.S.A. 75-5290, *et seq.*

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|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 07-27-2023<br><b>DATE REVIEWED:</b> 07-27-2023 |                                        |

#### STANDARD:

Agencies shall have a policy and procedure manual governing the operation and maintenance of all program components and services. The manual shall be accessible to all staff and may be in the form of electronic or paper materials. The manual shall be reviewed annually and updated as needed. The agency shall maintain documentation of each review and/or update.

Any new or revised policies and procedures shall be disseminated to staff, volunteers, and interns, prior to implementation with the date of implementation specific on the document. The agency shall maintain documentation of each notification to staff, volunteers, and interns.

#### DEFINITIONS:

None

#### DISCUSSION:

Manuals of standard operating procedures assist staff in successfully carrying out their assignments and ensure overall conformance to program policy and procedure. All staff should be thoroughly familiar with the sections concerning their functions. Where appropriate, policy, procedure, and service delivery should be established collaboratively with criminal justice stakeholders in order to enhance buy-in and improve public safety.

#### REFERENCES:

K.S.A. 75-5290, *et seq.*

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**STANDARD:**

Agencies shall comply with all applicable zoning ordinances and building, sanitation, health, and fire codes.

**DEFINITIONS:**

None

**DISCUSSION:**

None

**REFERENCES:**

K.S.A. 75-5290, *et seq.*

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|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 09-01-2018<br><b>DATE REVIEWED:</b> 07-27-2023 |                                        |

**STANDARD:**

Agencies shall have documentation of approved inter-local agreements as required by K.S.A. 12-2901 through 12-2907 and applicable amendments. If revisions occur, an electronic copy of the new inter-local agreement shall be forwarded to the Kansas Department of Corrections within five (5) business days of final signature and approval.

**DEFINITIONS:**

None

**DISCUSSION:**

None

**REFERENCES:**

K.S.A. 75-5290, *et seq.*  
 K.S.A. 12-2901

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|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 08-31-2023<br><b>DATE REVIEWED:</b> 08-31-2023 |                                        |

**STANDARD:**

Agencies shall have written policy, procedure, and practice requiring documentation of the authority to place a client in a community corrections program.

**DEFINITIONS:**

Client case file: a collection of documents either electronic and/or paper, relating to a client's probation supervision.

**DISCUSSION:**

Each client's case file should contain evidence of their legal placement in the form of the journal entry of sentencing or order of probation, or in the case of a courtesy supervision, the courtesy transfer agreement.

**REFERENCES:**

K.S.A. 75-5290, *et seq.*

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|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 08-31-2023<br><b>DATE REVIEWED:</b> 08-31-2023 |                                    |

### STANDARD:

Agencies shall have written policy, procedure, and practice governing the supervision and management of domestic violence clients including, but not limited to:

- A process for identifying clients upon initial assignment to community corrections including those whose instant offense is for/included domestic violence and/or those with a history of domestic violence.
- A process to refer clients for assessment and/or treatment with a Batter's Intervention Program; referrals may be court ordered or at the agency/supervising officer's discretion.
- A process for determining whether client-victim contact should/should not be allowed.
- General guidelines for communicating and/or working with victims of domestic violence to ensure their safety, confidentiality needs, and privacy rights are met.

### DEFINITIONS:

**Domestic violence:** an act or threatened act of violence against a person with whom the client is involved or has been involved with as an intimate partner. Domestic violence also includes any other crime committed against a person or property, or any municipal ordinance violation against a person or property, when directed against a person with whom the client is involved or has been involved in a dating relationship. A pattern of violence or abusive behavior against a family member living in the same household may also be considered domestic violence.

**Intimate relationship:** a type of person relationship which includes a close emotional bond and/or sexual activity.

**Dating relationship:** a social relationship of a romantic nature. In addition to any other factors the court deems relevant, the following may be considered when determining whether a relationship exists or existed: nature of the relationship, length of time the relationship existed, frequency of interaction between the parties, and time since termination of the relationship, if applicable.

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|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 08-31-2023<br><b>DATE REVIEWED:</b> 08-31-2023 |                                        |

#### DISCUSSION:

Unless it is the order of the court, clients convicted for crimes involving domestic violence should not be referred to anger management programs in lieu of Batterer's Intervention Programs.

#### REFERENCES:

K.S.A. 75-5290, *et seq.*

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|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Work Hours                                                                      |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 09-01-2018<br><b>DATE REVIEWED:</b> 08-31-2023 |                                        |

**STANDARD:**

Agencies shall have written policy, procedure, and practice requiring a weekly work schedule for staff that indicates flexible workdays, hours, and schedules to accommodate client needs. The flexible schedules shall address contact with clients and the availability of programming and groups. The agency shall review schedules as necessary to determine continued need and appropriateness.

**DEFINITIONS:**

None

**DISCUSSION:**

None

**REFERENCES:**

K.S.A. 75-5290, *et seq.*

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### STANDARD:

Agencies shall have written policy, procedure, and practice governing how staff workloads will be determined, managed, and monitored which shall include, but not be limited to consideration of client's risk level, programming dosage, and special needs or responsivity factors.

### DEFINITIONS:

Programming dosage: length of programming should be determined by the number of hours of intervention necessary to reduce risk, rather than an arbitrarily established amount of time (e.g., one year, two years).

Special needs: clients with special needs may include, but not limited to: developmentally disabled, mentally ill, physically disabled, and/or chronically ill.

Responsivity factors: barriers to a client's success. Interventions are most effective when they are based on research-supported models and tailored to the unique characteristics of individual clients.

Workload: a formula or policy which outlines the manner in which cases are assigned to staff as well as the number of cases assigned per officer.

### DISCUSSION:

None

### REFERENCES:

K.S.A. 75-5290, *et seq.*

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**STANDARD:**

Agencies shall have written policy, procedure, and practice governing the supervision of all clients with equity.

**DEFINITIONS:**

None

**DISCUSSION:**

All clients shall be treated in a fair and impartial manner in the services offered.

**REFERENCES:**

K.S.A. 75-5290, *et seq.*

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Administration and Management                                                   | <b>STANDARD NO.:</b><br><br>1A-ADM-121 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>General Administration                                                          | <b>PAGE:</b><br><br>1 of 1             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Incentives/Sanctions                                                            |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 08-31-2023<br><b>DATE REVIEWED:</b> 08-31-2023 |                                        |

#### STANDARD:

Agencies shall have a range of incentives and sanctions to respond to client behavior. Written policy, procedure, and practice shall govern their use.

#### DEFINITIONS:

Incentive: encouragements for positive behavior provided to the supervised individual for prosocial attitudes/behaviors.

#### DISCUSSION:

Incentives and sanctions should be individualized, match the client's behavior, and be used in a graduated manner. A minimum of a 4:1 ration of positive and negative consequences/corrections shall be used and documented.

Rewards can be verbal, and/or tangible, and efforts should be clear that reward structures are individualized to some extent. Rewards should also be administered immediately after the behavior is exhibited and/or the skill is learned, and/or the accomplishment achieved.

A graduated structure should be in place as well, meaning immediate rewards for "small" positive behaviors/learning/improvement, and larger rewards for graduated success like phase advancement, or program completion.

Consequences/corrections should be constructive and effective/proportionate. They can be verbal, as well as restrictive, such as privileges being taken away or some other meaningful consequence. It should be clear consequences/corrections are individualized to some extent. Consequences/corrections should also be administered immediately after the behavior is exhibited and/or the issue at hand is recognized.

#### REFERENCES:

K.S.A. 75-5290, *et seq.*

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|  | <b>CHAPTER:</b><br><br>Administration and Management                                                   | <b>STANDARD NO.:</b><br><br>1A-ADM-123 |
|                                                                                   | <b>SECTION:</b><br><br>General Administration                                                          | <b>PAGE:</b><br><br>1 of 1             |
|                                                                                   | <b>SUBJECT:</b><br><br>Contractual Services                                                            |                                        |
|                                                                                   | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 09-28-2023<br><b>DATE REVIEWED:</b> 09-28-2023 |                                        |

### STANDARD:

Agency policy, procedure, and practice shall require a written Memorandum of Understanding (MOU) whenever the agency and another public or private entity enter a partnership. At a minimum the MOU shall outline the services, the cost of services (if applicable), and the entity responsible for the delivery of services. If the public or private entity is providing specialized programming (e.g., T4C, MRP, BIP), the MOU shall additionally include a clause that agency staff may observe client group meetings at any time with or without advance notice.

All MOUs shall be readily available to the Kansas Department of Corrections.

### DEFINITIONS:

Memorandum of understanding: a type of agreement between two or more parties. It expresses a convergence of will between the parties, indicating an intended common line of action.

Specialized programming: programming provided to the client within the agency or in the community (e.g., cognitive behavioral, workforce development, anger management).

### DISCUSSION:

An MOU can help to clearly define roles and responsibilities.

### REFERENCES:

K.S.A. 75-5290, *et seq.*

K.A.R. 44-11-132, 44-11-133

Kansas Department of Corrections Financial Rules, Guidelines, and Reporting Instructions

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Administration and Management                                                   | <b>STANDARD NO.:</b><br><br>1A-ADM-124 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>General Administration                                                          | <b>PAGE:</b><br><br>1 of 1             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Contractual Services                                                            |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 09-01-2018<br><b>DATE REVIEWED:</b> 09-28-2023 |                                        |

**STANDARD:**

Agencies shall have a system for monitoring and documenting a contract provider's compliance with state and federal codes or practices relevant to clients. Documentation of compliance shall be readily available to the Kansas Department of Corrections.

**DEFINITIONS:**

None

**DISCUSSION:**

None

**REFERENCES:**

K.S.A. 75-5290, *et seq.*

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Administration and Management                                                   | <b>STANDARD NO.:</b><br><br>1A-ADM-125 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>General Administration                                                          | <b>PAGE:</b><br><br>1 of 1             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Community Service                                                               |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 09-28-2023<br><b>DATE REVIEWED:</b> 09-28-2023 |                                        |

### STANDARD:

Agencies shall have written policy, procedure, and practice governing the assignment and completion of community service work. Payment in lieu of community service work shall be prohibited.

If additional community service work hours are assigned as an internal sanction, a policy must exist stating the authority for adding such hours as a consequence for specific behaviors. The authority must come directly from the court, be authorized as a condition of probation, or be stated in a list of alternative sanctions provided to the client (approved by the court) at the onset of probation.

At a minimum, the agency shall document any approved changes of community service work hours as indicated below:

- copy of the written approval placed in the client's file
- documentation of approval entered via a contact note in the KDOC case management system

### DEFINITIONS:

None

### DISCUSSION:

Community service work hours as a sanction are not effective in changing behavior, rather it may be used as an effective alternative to more detention-orientated responses.

### REFERENCES:

K.S.A. 75-5290, *et seq.*  
K.S.A. 21-6607

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Administration and Management                                                   | <b>STANDARD NO.:</b><br><br>1A-ADM-127 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>General Administration                                                          | <b>PAGE:</b><br><br>1 of 2             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Program Monitoring                                                              |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 09-28-2023<br><b>DATE REVIEWED:</b> 09-28-2023 |                                        |

### STANDARD:

Agencies shall have written policy, procedure, and practice governing supervisory reviews of case files assigned to subordinate staff.

### DEFINITIONS:

Supervisory review: client case file reviews performed by an administrative staff member designed to provide feedback on agency and staff performance.

Case plan: a written document included in a client's case file which is individually tailored for the client and outlines the goals, objectives, and requirements to be completed while under supervision.

### DISCUSSION:

Agencies that adhere to standards of supervisory reviews are able to provide staff with timely and supportive feedback relevant to their work with clients assigned to the agency. Periodic reviews help to ensure that clients are receiving the level of monitoring and services that is consistent with the agency's mission, purpose, and can be used by a director as a tool to measure agency and staff performance.

Reviews offer an opportunity for supervisor coaching with staff.

Reviews should consider the following factors:

- Timeliness and completion of risk and needs assessment instrument.
- Correct selection of the client's risk level and that supervision activities and contact align with risk.
- Evidence that the results from the risk and needs assessment(s) are incorporated in the client's case plan.
- Verification that the case plan goals prioritized the correct criminogenic needs and prioritize the need that was the primary driver of the client's behavior.
- Documentation showing the services and program(s) the client has been referred to match their assessed needs and responsivity factors.

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|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>General Administration                                                          | <b>PAGE:</b><br><br>2 of 2             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Program Monitoring                                                              |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 09-28-2023<br><b>DATE REVIEWED:</b> 09-28-2023 |                                        |

- Tracking of rewards and sanctions to respond to behavior and the appropriateness of timeliness of the responses.

**REFERENCES:**

K.S.A. 75-5290, *et seq.*

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|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>General Administration                                                          | <b>PAGE:</b><br><br>1 of 1             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Public Information                                                              |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 09-01-2018<br><b>DATE REVIEWED:</b> 09-28-2023 |                                        |

### STANDARD:

Agencies shall have written policy, procedure, and practice governing media access and public information. These shall address emergency and non-emergency responses to the media and, at a minimum, include the following:

- identification of physical areas in the agency's office that are accessible to media representatives;
- the contact person for routine or public requests of information;
- special events coverage;
- news release policy;
- the designation of individuals or positions within the agency authorized to speak with the media on behalf of the agency; and
- public relations.

Federal and state laws that preserve a client's rights to privacy must be adhered to.

### DEFINITIONS:

None

### DISCUSSION:

Directors are encouraged to identify who, within the agency may release or discuss with the media information relevant to agency operation or client participation.

### REFERENCES:

K.S.A. 75-5290, *et seq.*

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|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>General Administration                                                          | <b>PAGE:</b><br><br>1 of 1             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Public Information for Client Case Files                                        |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 09-28-2023<br><b>DATE REVIEWED:</b> 09-28-2023 |                                        |

**STANDARD:**

Agencies shall have written policy, procedure, and practice governing confidentiality and the protection of client case files.

**DEFINITIONS:**

Client case file: a collection of documents either electronic and/or paper, relating to a client's probation supervision.

**DISCUSSION:**

Repair persons and vendors should not be allowed to carry out their duties within an agency without the direct supervision of staff. Staff should take the necessary precautions to ensure that client records and related documents are properly stored. Additionally, the privacy of supervision sessions should be maintained.

**REFERENCES:**

K.S.A. 75-5290, *et seq.*

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Administration and Management                                                   | <b>STANDARD NO.:</b><br><br>1A-ADM-130 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>General Administration                                                          | <b>PAGE:</b><br><br>1 of 1             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Safety and Control                                                              |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 09-28-2023<br><b>DATE REVIEWED:</b> 09-28-2023 |                                        |

**STANDARD:**

Agencies shall have written policy, procedure, and practice governing how unusual incidents and crisis situations shall be managed by staff.

**DEFINITIONS:**

None

**DISCUSSION:**

The intent of this policy is to provide direction for staff. It is important for staff to know how to contact supervisory staff during assigned work hours. It is recommended that policy and procedure detail how staff are to respond to unusual incidents and crisis situations to include those that occur on agency property or within the physical shared building.

Regarding the supervision of clients, take into consideration how the agency will respond to incidents of domestic violence involving clients, including those identified as perpetrators or those identified as victims.

**REFERENCES:**

K.S.A. 75-5290, *et seq.*

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Administration and Management                                                   | <b>STANDARD NO.:</b><br><br>1A-ADM-131 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>General Administration                                                          | <b>PAGE:</b><br><br>1 of 1             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Use of Force and Other Weapons                                                  |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 09-28-2023<br><b>DATE REVIEWED:</b> 09-28-2023 |                                        |

### STANDARD:

Agencies shall have written policy, procedure, and practice governing the carrying and use of weapons by employees in the performance of their duties. Such policy shall cover the use of force, deadly force, and ongoing training certification necessary for the authorized weapons. Local policy may authorize weapons including, but not limited to: oleoresin capicum (pepper spray), batons, electronic stun devices (taser), and firearms.

Agency policy authorizing the use of weapons shall include a requirement to report to the Kansas Department of Corrections all uses of force involving the approved weapons.

With the exception of oleoresin capicum and electronic stun devices, community corrections grant funds shall not be used in the purchasing of firearms/weapons, accessories or related trainings for employees or contract staff.

### DEFINITIONS:

Community corrections grand funds: funds made available to a governing authority by the Kansas Department of Corrections, pursuant to K.S.A. 75-5290, *et seq.* and amendments thereto.

### DISCUSSION:

This standard shall not prohibit the carrying of concealed firearms when done so in accordance with Kansas law or prohibit certified law enforcement officers employed as surveillance officers, from carrying a weapon as allowed by their law enforcement certification.

### REFERENCES:

K.S.A. 75-5290, *et seq.*

K.A.R. 44-11-111

Kansas Department of Corrections Financial Guidelines, Rules, and Reporting Instructions

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Administration and Management                                                   | <b>STANDARD NO.:</b><br><br>1B-ADM-200 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Fiscal Management                                                               | <b>PAGE:</b><br><br>1 of 1             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Fiscal Control                                                                  |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 09-01-2018<br><b>DATE REVIEWED:</b> 10-26-2023 |                                        |

**STANDARD:**

Agencies shall have written policy, procedure, and practice governing fiscal internal controls which, at a minimum, shall address the following:

- credit card usage
- payroll and supporting documentation
- travel
- petty cash
- bonding for appropriate staff
- signature controls
- use of vouchers
- deposits

**DEFINITIONS:**

None

**DISCUSSION:**

None

**REFERENCES:**

K.S.A. 75-5290, *et seq.*

Kansas Department of Corrections Financial Guidelines, Rules, and Reporting Instructions

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Administration and Management                                                   | <b>STANDARD NO.:</b><br><br>1B-ADM-201 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Fiscal Management                                                               | <b>PAGE:</b><br><br>1 of 1             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Fiscal Control                                                                  |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 09-01-2018<br><b>DATE REVIEWED:</b> 10-26-2023 |                                        |

**STANDARD:**

Agencies shall have written policy, procedure, and practice governing the retention, storage, and destruction of agency fiscal, program, and client records and documentation.

Record retention shall comply with all applicable federal, state, and county laws and regulations as well as the local/county general retention schedules established by the Kansas State Records Board.

**DEFINITIONS:**

None

**DISCUSSION:**

Information regarding records storage and retention may be found on the Kansas Historical Society website.

**REFERENCES:**

K.S.A. 75-5290, *et seq.*

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Administration and Management                                                   | <b>STANDARD NO.:</b><br><br>1B-ADM-202 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Fiscal Management                                                               | <b>PAGE:</b><br><br>1 of 1             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Fiscal Control                                                                  |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 09-01-2018<br><b>DATE REVIEWED:</b> 10-26-2023 |                                        |

**STANDARD:**

Agencies shall have written policy, procedure, and practice governing the collection, recording, depositing, and disbursement of client accounts.

**DEFINITIONS:**

None

**DISCUSSION:**

All transactions should be documented when clients are required to deposit their earnings in an account designated for clients. Employees are discouraged from keeping large amounts of cash on hand. Deposits should be made at the end of each working day.

**REFERENCES:**

K.S.A. 75-5290, *et seq.*

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Administration and Management                                                   | <b>STANDARD NO.:</b><br><br>1B-ADM-203 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Fiscal Management                                                               | <b>PAGE:</b><br><br>1 of 1             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Client Fees                                                                     |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 09-01-2018<br><b>DATE REVIEWED:</b> 10-26-2023 |                                        |

#### STANDARD:

Agencies shall have written policy, procedure, and practice governing the assessment of client fees. Such policy, procedure, and practice shall include but not be limited to the following:

- Prohibit the assessment of fees for like services by more than one (1) program component at a time.
- Identify which services will be assessed and the associated cost for each service.
- Provisions for indigent clients.

Policy, procedure, and practice shall be reviewed annually and updated as needed.

#### DEFINITIONS:

None

#### DISCUSSION:

Imposing client fees can be rehabilitative and is encouraged; however, when setting fee amounts, agencies should consider clients ability to pay and be cognizant of not overloading clients with excessive financial demands. The timely collection of restitution should always take precedence over the collection of client fees.

#### REFERENCES:

K.S.A. 75-5290, *et seq.*

Kansas Department of Corrections Financial Guidelines, Rules, and Reporting Instructions

NOTE: The standards set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the adult offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or adult offenders, or an independent duty owed by the Kansas Department of Corrections, Community-Based Services Division to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised adult offenders or third parties. This standard is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Administration and Management                                                   | <b>STANDARD NO.:</b><br><br>1B-ADM-205 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Fiscal Management                                                               | <b>PAGE:</b><br><br>1 of 1             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Budgets – Client Reimbursements                                                 |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 09-01-2018<br><b>DATE REVIEWED:</b> 10-26-2023 |                                        |

**STANDARD:**

Agencies shall have written policy, procedure, and practice requiring all client reimbursements by adult services programs, even if services are offered to non-client participants, be reported to the Kansas Department of Corrections.

**DEFINITIONS:**

None

**DISCUSSION:**

The reporting of client reimbursements will assist the Kansas Department of Corrections in determining program costs.

**REFERENCES:**

K.S.A. 75-5290, *et seq.*

K.A.R. 44-11-111

K.A.R. 44-11-121

Kansas Department of Corrections Financial Guidelines, Rules, and Reporting Instructions

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|  <p><b>Kansas</b><br/>Department of Corrections<br/>Community-Based Services Division</p> <p>Community Corrections<br/>Adult Intensive Supervision Standards</p> | <b>CHAPTER:</b><br><br>Administration and Management                                                   | <b>STANDARD NO.:</b><br><br>1B-ADM-206 |
|                                                                                                                                                                                                                                                   | <b>SECTION:</b><br><br>Fiscal Management                                                               | <b>PAGE:</b><br><br>1 of 1             |
|                                                                                                                                                                                                                                                   | <b>SUBJECT:</b><br><br>Budgets – Non-Client Revenue                                                    |                                        |
|                                                                                                                                                                                                                                                   | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 10-26-2023<br><b>DATE REVIEWED:</b> 10-26-2023 |                                        |

**STANDARD:**

Agencies shall have written policy, procedure, and practice requiring all non-client revenue sources outside of community corrections grant funds be reported to the Kansas Department of Corrections within ten (10) business days of award notification.

**DEFINITIONS:**

None

**DISCUSSION:**

The Kansas Department of Corrections needs to review information in a timely manner to meet statewide funding objectives, prevent budget discrepancies, and to enhance the state's ability to respond to emerging needs. Other sources of revenue may include but are not limited to, local and federal grants.

**REFERENCES:**

K.S.A. 75-5290, *et seq.*

K.A.R. 44-11-111

Kansas Department of Corrections Financial Guidelines, Rules, and Reporting Instructions

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|  | <b>CHAPTER:</b>                                                                                        | <b>STANDARD NO.:</b> |
|                                                                                   | Administration and Management                                                                          | 1B-ADM-207           |
|                                                                                   | <b>SECTION:</b>                                                                                        | <b>PAGE:</b>         |
|                                                                                   | Fiscal Management                                                                                      |                      |
|                                                                                   | <b>SUBJECT:</b>                                                                                        |                      |
|                                                                                   | Budgets                                                                                                |                      |
|                                                                                   | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 09-01-2018<br><b>DATE REVIEWED:</b> 10-26-2023 |                      |

#### STANDARD:

Agencies shall have written policy, procedure, and practice governing staff reimbursement for job related travel, including attendance at training, workshops, or conferences.

A county policy regarding reimbursement rates may be referenced within the agency's policy; however, if referenced, a copy of the county policy must be made available to Kansas Department of Corrections upon request.

#### DEFINITIONS:

None

#### DISCUSSION:

At minimum, policy, procedure, and practice should include discussion of registration fee, mileage, hotel cost, and meal reimbursement.

#### REFERENCES:

K.S.A. 75-5290, *et seq.*

Kansas Department of Corrections Financial Guidelines, Rules, and Reporting Instructions

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Administration and Management                                                   | <b>STANDARD NO.:</b><br><br>1B-ADM-209 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Fiscal Management                                                               | <b>PAGE:</b><br><br>1 of 1             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Inventory, Purchasing, and Insurance                                            |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 09-01-2018<br><b>DATE REVIEWED:</b> 10-26-2023 |                                        |

#### STANDARD:

Agencies shall have written policy, procedure, and practice governing the requisition and purchase of supplies, equipment, and contractual services to include the following:

- Supplies, equipment, and contractual services will be obtained on a competitive bid basis or in accordance with the governing county's purchasing requirements.
- The agency shall have documentation of non-competitive bid when only one source is available to procure supplies, equipment, or contractual services.

#### DEFINITIONS:

None

#### DISCUSSION:

Agency procurement of supplies, equipment, and contractual services using a state contract does not require a separate competitive bid process.

#### REFERENCES:

K.S.A. 75-5290, *et seq.*

Kansas Department of Corrections Financial Guidelines, Rules, and Reporting Instructions

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Administration and Management                                                   | <b>STANDARD NO.:</b><br><br>1B-ADM-210 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Fiscal Management                                                               | <b>PAGE:</b><br><br>1 of 1             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Inventory, Purchasing, and Insurance                                            |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 09-01-2018<br><b>DATE REVIEWED:</b> 10-26-2023 |                                        |

**STANDARD:**

Agencies shall have written policy, procedure, and practice requiring all assets be insured the same as required by county policy.

Proof of insurance coverage and county policy regarding insuring of assets shall be readily available to the Kansas Department of Corrections.

**DEFINITIONS:**

None

**DISCUSSION:**

None

**REFERENCES:**

K.S.A. 75-5290, *et seq.*

Kansas Department of Corrections Financial Guidelines, Rules, and Reporting Instructions

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|  <p>Community Corrections<br/>Adult Intensive Supervision Standards</p> | <b>CHAPTER:</b><br><br>Administration and Management                                                   | <b>STANDARD NO.:</b><br><br>1C-ADM-300 |
|                                                                                                                                                          | <b>SECTION:</b><br><br>Personnel                                                                       | <b>PAGE:</b><br><br>1 of 2             |
|                                                                                                                                                          | <b>SUBJECT:</b><br><br>Policy Manual                                                                   |                                        |
|                                                                                                                                                          | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 11-30-2023<br><b>DATE REVIEWED:</b> 11-30-2023 |                                        |

### STANDARD:

Agencies shall have written policy, procedure, and practice requiring a current personnel policy manual which has been approved by the governing authority. The manual shall be available for staff reference. County human resources policies may be referenced within the agency's policy providing, copies of the county policies are made available to staff. At a minimum, the following areas shall be covered:

- mission and philosophy statement
- organizational chart
- recruitment, promotion, and equal employment opportunity provisions
- job descriptions and qualifications, including salary determinations
- benefits, holidays, leave, and work hours
- personnel records and staff evaluation
- staff development, including in-service training
- resignation and termination
- disciplinary, grievance, and appeal procedures
- rules relevant to political activities
- rules of conduct
- sexual harassment
- Americans with Disabilities Act
- drug free workplace

### DEFINITIONS:

None

### DISCUSSION:

Written personnel regulations help ensure equitable and consistent treatment of all staff. Every staff member should have the opportunity to review the personnel manual at the time of employment. The manual should always be available to staff and may be in electronic or paper form.

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Administration and Management                                                   | <b>STANDARD NO.:</b><br><br>1C-ADM-300 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Personnel                                                                       | <b>PAGE:</b><br><br>2 of 2             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Policy Manual                                                                   |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 11-30-2023<br><b>DATE REVIEWED:</b> 11-30-2023 |                                        |

**REFERENCES:**

K.S.A. 75-5290, *et seq.*

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Administration and Management                                                   | <b>STANDARD NO.:</b><br><br>1C-ADM-301 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Personnel                                                                       | <b>PAGE:</b><br><br>1 of 3             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Orientation and Training                                                        |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 11-30-2023<br><b>DATE REVIEWED:</b> 11-30-2023 |                                        |

### STANDARD:

Agencies shall have written policy, procedure, and practice requiring that orientations for full-time staff, part-time staff, and interns be completed within 30 days of beginning employment and prior to any independent job assignment.

Upon completion of orientation, staff shall sign a statement acknowledging receipt of relevant personnel policies and their responsibility for being aware of their contents. The signed acknowledgment form shall be placed in each staff member's personnel file.

Prior to any independent job assignments for those that supervise or assist with the supervision of clients, a minimum of 40 hours of job shadowing shall be required.

Orientation topics shall include, but not be limited to:

- Community corrections act and mission
- Courtroom protocol
- Emergency procedures
- Equity, diversity, and inclusion in the workplace to include those served
- KDOC assigned IT courses in LMS
- Mandated reporting
- Prison Rape Elimination Act (PREA)
- Report writing
- Review of local and state resources
- Review of personnel and program policies and procedures
- Staff workplace and field safety and security
- Statutes and regulations pertaining to community corrections

Orientation needs for volunteers may be determined by the agency to include above referenced topics.

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Administration and Management                                                   | <b>STANDARD NO.:</b><br><br>1C-ADM-301 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Personnel                                                                       | <b>PAGE:</b><br><br>2 of 3             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Orientation and Training                                                        |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 11-30-2023<br><b>DATE REVIEWED:</b> 11-30-2023 |                                        |

Initial training shall be completed within one (1) year of hire for all staff carrying a caseload, this includes supervisors carrying a caseload and/or supervising staff who carry a caseload.

Training topics shall include, but not be limited to:

- evidence-based practices
- Interstate Commission for Adult Supervision (ICAOS) <http://www.interstatecompact.org/>
- KDOC Case Management Academy
- KDOC Case Planning for Community-Based Services Adult Division
- review sanctions and incentive policy
- tools and techniques for effective client management

#### DEFINITIONS:

Interstate commission for adult offender supervision (ICAOS): the entity responsible for day-to-day oversight and compliance monitoring of the compact between states which allows for transferring supervision of clients from one state to another.

LMS: KDOC's online Learning Management System that is accessible via the KDOC Application Portal.

Orientation: general instruction intended to acquaint new employees, interns, or volunteers with the agency and job assignment, which takes place prior to entering training or an independent assignment to a particular job.

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Administration and Management                                                   | <b>STANDARD NO.:</b><br><br>1C-ADM-301 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Personnel                                                                       | <b>PAGE:</b><br><br>3 of 3             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Orientation and Training                                                        |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 11-30-2023<br><b>DATE REVIEWED:</b> 11-30-2023 |                                        |

### DISCUSSION:

Orientation needs for volunteers may be determined by the agency.

If the employee has had training in the above orientation or initial training areas prior to employment, the agency shall determine if the previous training and timeframe of the previous trainings will still meet the needs of the Judicial District's training requirements. If the previous training is determined to meet the agency requirements, the staff should receive credit and not be required to repeat those orientation items. All previous training shall be documented in the employee's personnel file.

If an individual is unable to complete training within the first year, the agency will need to document the reasoning and provide documentation to KDOC upon request.

The following resources may assist the agency in meeting some orientation and training requirements:

- [Justice Clearinghouse](#)
- [KDOC Application Portal and LMS](#)
- [National Criminal Justice Training Center](#)
- [National Institute of Corrections Learning Center](#)

### REFERENCES:

K.S.A. 75-5290, *et seq.*

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Administration and Management                                                   | <b>STANDARD NO.:</b><br><br>1C-ADM-303 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Fiscal Management                                                               | <b>PAGE:</b><br><br>1 of 2             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Criminal Records Checks                                                         |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 11-30-2023<br><b>DATE REVIEWED:</b> 11-30-2023 |                                        |

### STANDARD:

Agencies shall have written policy, procedure, and practice governing criminal history and fingerprint-based records checks for new and existing staff including interns, volunteers, and contract staff. Such policy shall at a minimum address the following:

- A name-based criminal records check is to be completed prior to initial employment.
- A fingerprint-based records check is to be completed prior to or within the first thirty (30) calendar days of employment.
- A name-based criminal records check is to be completed annually or whenever there is reasonable belief that an employee's criminal history status has changed.
- Staff must be qualified for access to any Kansas Criminal Justice Information System (KCJIS) data.
  - If a felony conviction exists, the agency may request an exception from the Kansas Highway Patrol (KHP). Requests for exceptions shall be limited to extenuating circumstances where the severity of the offense and the time passed since the offense would support a possible variance.
  - If such exception is granted, a copy of the letter authorizing the exception must be forwarded to the Kansas Department of Corrections (KDOC).
- Documentation of the results of criminal history and fingerprint-based records checks will be maintained by the agency.
  - Documentation must be secured in accordance with KHP guidelines.
  - A physical copy of the records may be kept in a secured location within the agency, excluding the employee's personnel file. Access shall be limited to only individuals who have been cleared to have access to these records.

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|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Fiscal Management                                                               | <b>PAGE:</b><br><br>2 of 2             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Criminal Records Checks                                                         |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 11-30-2023<br><b>DATE REVIEWED:</b> 11-30-2023 |                                        |

- In lieu of a physical copy, agencies with a National Crime Information Center (NCIC) terminal may maintain a log of when checks are conducted. This log should at a minimum include the employee's name and the date and time the records check is conducted. This log will allow the agency to access historical information in the NCIC terminal as necessary for KDOC audits.

#### DEFINITIONS:

None

#### DISCUSSION:

Criminal record checks will assist agencies in determining appropriate candidates for employment.

#### REFERENCES:

K.S.A. 75-5290, *et seq.*

Kansas Criminal Justice Information System Manual

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|  <p>Community Corrections<br/>Adult Intensive Supervision Standards</p> | <b>CHAPTER:</b><br><br>Administration and Management                                                   | <b>STANDARD NO.:</b><br><br>1C-ADM-304 |
|                                                                                                                                                          | <b>SECTION:</b><br><br>Personnel                                                                       | <b>PAGE:</b><br><br>1 of 1             |
|                                                                                                                                                          | <b>SUBJECT:</b><br><br>Standards of Conduct                                                            |                                        |
|                                                                                                                                                          | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 09-01-2018<br><b>DATE REVIEWED:</b> 11-30-2023 |                                        |

### STANDARD:

Agencies shall have written policy, procedure, and practice requiring establishment of employee standards of conduct which shall be made available to all staff.

Standards of conduct shall at a minimum address:

- The treatment of all clients.
- A prohibition against accepting and/or giving of favors, gifts, money, and/or services to/from clients or their family members.
- Business and/or personal relationships with clients or their family members.
- Engaging in criminal conduct or behaviors which may bring discredit upon the agency and the Kansas Department of Corrections (KDOC).

### DEFINITIONS:

None

### DISCUSSION:

To protect the integrity of the agency and KDOC, local staff must be thoroughly familiar with the standards of conduct and be held accountable for compliance.

### REFERENCES:

K.S.A. 75-5290, *et seq.*

NOTE: The standards set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the adult offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or adult offenders, or an independent duty owed by the Kansas Department of Corrections, Community-Based Services Division to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised adult offenders or third parties. This standard is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

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|                       | <b>CHAPTER:</b>                                                               | <b>STANDARD NO.:</b> |
|                                                                                                        | Administration and Management                                                 | 1C-ADM-305           |
|                                                                                                        | <b>SECTION:</b>                                                               | <b>PAGE:</b>         |
|                                                                                                        | Personnel                                                                     | 1 of 2               |
|                                                                                                        | <b>SUBJECT:</b>                                                               |                      |
|                                                                                                        | Conflict of Interest – Family or Household Member Under Probation Supervision |                      |
| <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 09-01-2018<br><b>DATE REVIEWED:</b> 11-30-2023 |                                                                               |                      |

#### STANDARD:

Agencies shall have written policy, procedure, and practice prohibiting staff from directly or indirectly supervising a family or household member and directing the course of action the agency will take to protect confidentiality of the employee’s family or household member. Policy and procedure shall include, but not be limited to:

- A process for staff to notify their direct supervisor immediately upon learning that a family member is assigned to pretrial or probation supervision.
- A process for the supervisor to notify the agency director unless the direct supervisor is the agency director.
- A process to restrict the employee’s access to any electronic or hard copy of the client’s case file.
  - This process shall include notification in writing to the Kansas Department of Corrections (KDOC) and a request to restrict the employee’s access to the client’s case file in the KDOC case management system.
- A process to arrange client supervision by a different employee or a different agency if the latter is not punitive for the client.
- A statement barring staff from using their official position to secure privileges or advantages for such family or household member.

#### DEFINITIONS:

Family member: a person’s spouse (including common-law), parent, grandparent, brother, sister, half siblings, children, grandchildren, first cousin, niece, nephew, aunt or uncle, and any parent or child of a preceding or subsequent generation as noted by the prefix of “great.” Where applicable, each of these categories includes foster, step, adoptive, or in-law relationships.

NOTE: The standards set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the adult offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or adult offenders, or an independent duty owed by the Kansas Department of Corrections, Community-Based Services Division to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised adult offenders or third parties. This standard is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Administration and Management                                                   | <b>STANDARD NO.:</b><br><br>1C-ADM-305 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Personnel                                                                       | <b>PAGE:</b><br><br>2 of 2             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Conflict of Interest – Family or Household Member Under Probation Supervision   |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 09-01-2018<br><b>DATE REVIEWED:</b> 11-30-2023 |                                        |

Household member: a person having legal residence or co-tenancy in the employee's place of residence or any person who has had legal residence and/or lived within the employee's place of residence at any time within the past twelve (12) months.

**DISCUSSION:**

None

**REFERENCES:**

K.S.A. 75-5290, *et seq.*

NOTE: The standards set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the adult offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or adult offenders, or an independent duty owed by the Kansas Department of Corrections, Community-Based Services Division to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised adult offenders or third parties. This standard is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Administration and Management                                                                    | <b>STANDARD NO.:</b><br><br>1C-ADM-306 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Personnel                                                                                        | <b>PAGE:</b><br><br>1 of 1             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Conflict of Interest – Family or Household Member in Kansas<br>Department of Corrections Custody |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 09-01-2018<br><b>DATE REVIEWED:</b> 11-30-2023                  |                                        |

#### STANDARD:

Agencies shall have written policy, procedure, and practice requiring notification to the Kansas Department of Corrections (KDOC) when a staff member becomes aware that a family or household member is in the custody of KDOC. Policy and procedure shall include, but not be limited to:

- Providing written notification to KDOC including:
  - The staff member's name.
  - The family or household member's name and if known, KDOC number.
  - A request to restrict the employee's access to the inmate's records in the KDOC case management system.

#### DEFINITIONS:

Family member: a person's spouse (including common-law), parent, grandparent, brother, sister, half siblings, children, grandchildren, first cousin, niece, nephew, aunt or uncle, and any parent or child of a preceding or subsequent generation as noted by the prefix of "great." Where applicable, each of these categories includes foster, step, adoptive, or in-law relationships.

Household member: a person having legal residence or co-tenancy in the employee's place of residence or any person who has had legal residence and/or lived within the employee's place of residence at any time within the past twelve (12) months.

#### DISCUSSION:

None

#### REFERENCES:

K.S.A. 75-5290, *et seq.*

NOTE: The standards set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the adult offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or adult offenders, or an independent duty owed by the Kansas Department of Corrections, Community-Based Services Division to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised adult offenders or third parties. This standard is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Administration and Management                                                   | <b>STANDARD NO.:</b><br><br>1D-ADM-402 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Staff Development                                                               | <b>PAGE:</b><br><br>1 of 2             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Administrative and Supervisory Staff                                            |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 12-28-2023<br><b>DATE REVIEWED:</b> 12-28-2023 |                                        |

### STANDARD:

Agencies shall have written policy, procedure, and practice governing the completion and documentation of forty (40) annual staff development hours by all full-time non-clerical, administrative, and supervision staff. Staff hours shall be recorded and kept in the employee's personnel file.

### DEFINITIONS:

Non-clerical: positions that support case management services but do not directly supervise clients (e.g., program providers, surveillance officers, care coordinators, resource officers, training officers).

Administrative staff: management positions such as directors, deputy directors, and supervisors who perform primarily administrative duties.

Supervision staff: positions whose primary function is providing case management services to clients (e.g., ISOs).

### DISCUSSION:

The following staff development topics are suggested for non-clerical staff: crisis intervention, equity, diversity, and inclusion in the workplace to include those served; evidence-based practices; federal and state laws pertaining to clients; gang intervention strategies; human relations and communication skills; report writing; rights and responsibilities of clients; and sexual harassment.

The following staff development topics are suggested for supervision staff: coordinating resources; crisis intervention; equity, diversity, and inclusion in the workplace to include those served; evidence-based practices; federal and state laws pertaining to clients; gang intervention strategies; human relations and communication skills; incentives; laws pertaining to the justice system; managing clients with special needs; report writing; rights and responsibilities of clients; sanctions; sexual harassment; and strategies for effective case management.

NOTE: The standards set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the adult offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or adult offenders, or an independent duty owed by the Kansas Department of Corrections, Community-Based Services Division to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised adult offenders or third parties. This standard is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Administration and Management                                                   | <b>STANDARD NO.:</b><br><br>1D-ADM-402 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Staff Development                                                               | <b>PAGE:</b><br><br>2 of 2             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Administrative and Supervisory Staff                                            |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 12-28-2023<br><b>DATE REVIEWED:</b> 12-28-2023 |                                        |

The following staff development topics are suggested for administration staff: crisis intervention; employee-management relations; equity, diversity, and inclusion in the workplace to include those served; evidence-based practices; federal and state laws pertaining to clients; human relations and communication skills; incentives; labor law; laws pertaining to the justice system; legislative process; management and leadership practices; managing clients with special needs; report writing; rights and responsibilities of clients; sanctions; and sexual harassment.

The following resources may assist the agency in meeting some staff development requirements:

- [Justice Clearinghouse](#)
- [KDOC Application Portal and LMS](#)
- [National Criminal Justice Training Center](#)
- [National Institute of Corrections Learning Center](#)

#### REFERENCES:

K.S.A. 75-5290, *et seq.*

NOTE: The standards set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the adult offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or adult offenders, or an independent duty owed by the Kansas Department of Corrections, Community-Based Services Division to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised adult offenders or third parties. This standard is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Administration and Management                                                   | <b>STANDARD NO.:</b><br><br>1D-ADM-403 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Staff Development                                                               | <b>PAGE:</b><br><br>1 of 1             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Administrative, Supervision, and Support Staff                                  |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 12-28-2023<br><b>DATE REVIEWED:</b> 12-28-2023 |                                        |

#### STANDARD:

Agencies shall have written policy, procedure, and practice requiring the completion of assigned Kansas Department of Corrections (KDOC) Information Technology courses as follows:

1. within thirty (30) days of initial assignment to the agency
2. annually thereafter

This training is required for all agency employees who may in the course of their work have access to the KDOC Application Portal, KDOC case management system, or use computer equipment on a network with the capability to access confidential KDOC controlled information.

A security awareness statement shall be signed by staff and retained by the agency.

#### DEFINITIONS:

Employees: for the purpose of this standard, employee includes volunteers, interns, contract personnel, or anyone else working for the agency, whether full-time, part-time, or temporary.

#### DISCUSSION:

This course is available through the KDOC online training environment.

#### REFERENCES:

K.S.A. 75-5290, *et seq.*

NOTE: The standards set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the adult offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or adult offenders, or an independent duty owed by the Kansas Department of Corrections, Community-Based Services Division to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised adult offenders or third parties. This standard is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Administration and Management                                                   | <b>STANDARD NO.:</b><br><br>1D-ADM-404 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Staff Development                                                               | <b>PAGE:</b><br><br>1 of 1             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Full-Time Support Staff                                                         |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 12-28-2023<br><b>DATE REVIEWED:</b> 12-28-2023 |                                        |

#### STANDARD:

Agencies shall have written policy, procedure, and practice governing the completion and documentation of eight (8) annual staff development hours by all support staff.

The topics shall be relevant to staff functions. Staff hours shall be recorded and kept in the employee's personnel file.

#### DEFINITIONS:

None

#### DISCUSSION:

The following staff development topics for support staff are recommended: crisis intervention; developing community resources; equity, diversity, and inclusion in the workplace to include those served; evidence-based practices; human relations and communication skills; report writing; and rights and responsibilities of clients.

The following resources may assist the agency in meeting some staff development requirements:

- [Justice Clearinghouse](#)
- [KDOC Application Portal and LMS](#)
- [National Criminal Justice Training Center](#)
- [National Institute of Corrections Learning Center](#)

#### REFERENCES:

K.S.A. 75-5290, *et seq.*

NOTE: The standards set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the adult offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or adult offenders, or an independent duty owed by the Kansas Department of Corrections, Community-Based Services Division to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised adult offenders or third parties. This standard is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Administration and Management                                                   | <b>STANDARD NO.:</b><br><br>1D-ADM-406 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Staff Development                                                               | <b>PAGE:</b><br><br>1 of 1             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Part-Time Staff                                                                 |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 09-01-2018<br><b>DATE REVIEWED:</b> 12-28-2023 |                                        |

**STANDARD:**

Agencies shall have written policy, procedure, and practice governing staff development requirements for part-time staff, interns, and volunteers.

**DEFINITIONS:**

None

**DISCUSSION:**

Staff development topics should pertain to staff functions and the functions of interns and volunteers.

**REFERENCES:**

K.S.A. 75-5290, *et seq.*

NOTE: The standards set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the adult offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or adult offenders, or an independent duty owed by the Kansas Department of Corrections, Community-Based Services Division to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised adult offenders or third parties. This standard is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Administration and Management                                                   | <b>STANDARD NO.:</b><br><br>1E-ADM-500 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Management Information System                                                   | <b>PAGE:</b><br><br>1 of 1             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Information System                                                              |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 09-01-2018<br><b>DATE REVIEWED:</b> 01-25-2024 |                                        |

**STANDARD:**

Agencies shall have written policy, procedure, and practice requiring establishment of an organized system for information storage and retrieval.

**DEFINITIONS:**

None

**DISCUSSION:**

Information systems facilitate decision making, research, and timely responses to inquiries.

**REFERENCES:**

K.S.A. 75-5290, *et seq.*

NOTE: The standards set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the adult offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or adult offenders, or an independent duty owed by the Kansas Department of Corrections, Community-Based Services Division to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised adult offenders or third parties. This standard is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Administration and Management                                                   | <b>STANDARD NO.:</b><br><br>1E-ADM-501 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Management Information System                                                   | <b>PAGE:</b><br><br>1 of 2             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Case Management Documentation                                                   |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 01-25-2024<br><b>DATE REVIEWED:</b> 01-25-2024 |                                        |

### STANDARD:

Agencies shall have written policy, procedure, and practice requiring that information pertaining to assigned clients be recorded and maintained as required by the Kansas Department of Corrections (KDOC) to include entering and maintaining case management information:

- In the KDOC case management system.
- In a complete, timely, and accurate manner:
  - Within two (2) business days after notification of a client assignment, the supervising agency shall ensure that (1) a client record and (2) a status entry reflecting the current status of the client have been created.
  - Within thirty (30) business days after notification of a client assignment, the supervising agency shall ensure that the KDOC case management system contains complete and accurate information.
  - All clients contacts and case activity shall be entered in the KDOC case management system immediately, but no later than five (5) business days after the contact or case activity occurs. Case activity includes but is not limited to: addresses and statuses changes; employment history and statuses; contacts; case plans; court case information; offense description; substance abuse testing; interventions; and obligations.
- If extenuating circumstances exist which prevent the supervising agency from meeting these deadlines, the fact that the deadline has not been met and the reason for the deviation should be recorded in the KDOC case management system.

### DEFINITIONS:

None

### DISCUSSION:

None

NOTE: The standards set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the adult offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or adult offenders, or an independent duty owed by the Kansas Department of Corrections, Community-Based Services Division to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised adult offenders or third parties. This standard is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Administration and Management                                                   | <b>STANDARD NO.:</b><br><br>1E-ADM-501 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Management Information System                                                   | <b>PAGE:</b><br><br>2 of 2             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Case Management Documentation                                                   |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 01-25-2024<br><b>DATE REVIEWED:</b> 01-25-2024 |                                        |

#### REFERENCES:

K.S.A. 75-5290, *et seq.*

K.S.A. 74-7333

K.S.A. 22-3727

NOTE: The standards set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the adult offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or adult offenders, or an independent duty owed by the Kansas Department of Corrections, Community-Based Services Division to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised adult offenders or third parties. This standard is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Administration and Management                                                   | <b>STANDARD NO.:</b><br><br>1E-ADM-501A |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Management Information System                                                   | <b>PAGE:</b><br><br>1 of 2              |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Case Management Documentation –<br>Interstate Compact                           |                                         |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 01-25-2024<br><b>DATE REVIEWED:</b> 01-25-2024 |                                         |

### STANDARD:

Agencies shall have written policy, procedure, and practice governing the management of users for the Interstate Compact Offender Tracking System (ICOTS) to include:

#### Training and User Management

- All staff involved in the transfer of a client under the Interstate Compact shall obtain a username and password from the Kansas Department of Corrections (KDOC) Interstate Compact Unit.
  - All users must complete training from the Interstate Commission for Adult Offender Supervision (ICAOS) training modules prior to being given access to ICOTS. Required training modules will be determined by the KDOC Interstate Compact Administration or their designee based upon the user's role in the compact process.
  - Once a password is assigned it can be changed by the user who shall be responsible for remembering and safekeeping of the password.
- All users are expected to participate in annual training relative to ICOTS.
- Respond accordingly and promptly to the KDOC Compact Unit regarding submitting and/or correcting actions to ensure response compliance with ICAOS rules.

#### Entering and Maintaining Case Information

- In ICOTS for clients compacting out of state. The ICOTS log-in page is located at <http://www.interstatecompact.org/>.
  - Complete all required ICOTS documents when requesting client transfer.
  - For victim-sensitive cases, complete all forms and submit as required by the Kansas Council of Interstate Commission for Adult Supervision and attach to the transfer request in ICOTS.

NOTE: The standards set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the adult offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or adult offenders, or an independent duty owed by the Kansas Department of Corrections, Community-Based Services Division to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised adult offenders or third parties. This standard is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Administration and Management                                                   | <b>STANDARD NO.:</b><br><br>1E-ADM-501A |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Management Information System                                                   | <b>PAGE:</b><br><br>2 of 2              |
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|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 01-25-2024<br><b>DATE REVIEWED:</b> 01-25-2024 |                                         |

### DEFINITIONS:

Interstate compact offender tracking system (ICOTS): a web-based system that facilitates the transfer of supervision for probationers and parolees from one state to another.

### DISCUSSION:

Users will be deactivated after six (6) months of no log-in activity. Reactivation can be requested from the KDOC Interstate Compact Administrator.

Annual training is generally provided by the interstate compact national office. Information regarding available trainings may be requested from the KDOC Interstate Compact Administrator or located online at <http://www.interstatecompact.org/>.

Information required in the KDOC case management system or ICOTS is not required to be in a hard copy file.

### REFERENCES:

K.S.A. 75-5290, *et seq.*

Interstate Commission for Adult Offender Supervision Rules

NOTE: The standards set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the adult offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or adult offenders, or an independent duty owed by the Kansas Department of Corrections, Community-Based Services Division to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised adult offenders or third parties. This standard is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Administration and Management                                                   | <b>STANDARD NO.:</b><br><br>1E-ADM-502 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Management Information System                                                   | <b>PAGE:</b><br><br>1 of 1             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Research and Special Projects                                                   |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 09-01-2018<br><b>DATE REVIEWED:</b> 01-25-2024 |                                        |

#### STANDARD:

Agencies shall have written policy, procedure, and practice requiring that the agency director reviews and approves all research projects prior to implementation.

Any research projects which utilize data derived from the KDOC case management system must be submitted to the Kansas Department of Corrections for pre-approval.

#### DEFINITIONS:

None

#### DISCUSSION:

Research activities can contribute to more efficient and effective agency operation and services, public safety, and client accountability. Researchers or other individuals working in the program should be informed of all policies regarding confidentiality.

#### REFERENCES:

K.S.A. 75-5290, *et seq.*

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Administration and Management                                                   | <b>STANDARD NO.:</b><br><br>1E-ADM-503 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Management Information System                                                   | <b>PAGE:</b><br><br>1 of 1             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Research and Special Projects                                                   |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 09-01-2018<br><b>DATE REVIEWED:</b> 01-25-2024 |                                        |

**STANDARD:**

Agencies shall have written policy, procedure, and practice requiring collaboration at least annually with local resource providers, courts, law enforcement, public defender's office, district attorney's office, and other key stakeholders for the purpose of information exchange.

**DEFINITIONS:**

None

**DISCUSSION:**

Collaboration is critical to effective management and decision making. Furthermore, it helps prevent or reduce the likelihood of the duplication of continuous efforts and costs.

**REFERENCES:**

K.S.A. 75-5290, *et seq.*

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|  <p>Community Corrections<br/>Adult Intensive Supervision Standards</p> | <b>CHAPTER:</b><br><br>Administration and Management                                                   | <b>STANDARD NO.:</b><br><br>1E-ADM-507 |
|                                                                                                                                                          | <b>SECTION:</b><br><br>Management Information System                                                   | <b>PAGE:</b><br><br>1 of 2             |
|                                                                                                                                                          | <b>SUBJECT:</b><br><br>Case Files                                                                      |                                        |
|                                                                                                                                                          | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 01-25-2024<br><b>DATE REVIEWED:</b> 01-25-2024 |                                        |

### STANDARD:

Agencies shall have written policy, procedure, and practice governing the content and organization of client case files. Each case file shall include either in hard copy or electronically:

- demographic information
- documentation of legal authority to participate (journal entry/probation order)
- documentation of orientation/intake
- appropriately signed and dated releases of information
- initial risk/need assessments and all reassessments
- drug testing record and results
- supervision/case plans
- clinical evaluation and assessment reports
- written communication (may include but not be limited to resource providers, victims, and others related to the case)
- legal documents
- discharge report (if applicable)
- photo of the client that meets the following requirements:
  - client's face is recognizable and visible
  - photo is displayed in 'portrait' view (height is greater than width)
  - photo is in color and is sharp with no visible pixels or printer dots
  - background does not detract from the client's face
- chronological record of contacts, events, and actions
- employer notification (if applicable)
- employment information (if applicable)
- intervention information

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|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Management Information System                                                   | <b>PAGE:</b><br><br>2 of 2             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Case Files                                                                      |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 01-25-2024<br><b>DATE REVIEWED:</b> 01-25-2024 |                                        |

Case files for clients who have been transferred to another jurisdiction for courtesy transfer or who have compacted out of state for supervision shall be maintained in the same manner as clients for whom the agency is providing direct supervision.

**DEFINITIONS:**

Discharge report: a written summary of a client's performance while under supervision.

**DISCUSSION:**

None

**REFERENCES:**

K.S.A. 75-5290, *et seq.*

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Administration and Management                                                   | <b>STANDARD NO.:</b><br><br>1E-ADM-509 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Management Information System                                                   | <b>PAGE:</b><br><br>1 of 1             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Client Access to Case Files                                                     |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 09-01-2018<br><b>DATE REVIEWED:</b> 01-25-2024 |                                        |

**STANDARD:**

Agencies shall have written policy, procedure, and practice governing a client's access to information contained in their case file.

**DEFINITIONS:**

None

**DISCUSSION:**

None

**REFERENCES:**

K.S.A. 75-5290, *et seq.*

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Program Components                                                              | <b>STANDARD NO.:</b><br><br>2A-PRO-100 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Adult Intensive Supervision                                                     | <b>PAGE:</b><br><br>1 of 1             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Initial Contact                                                                 |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 02-29-2024<br><b>DATE REVIEWED:</b> 02-29-2024 |                                        |

#### STANDARD:

Agencies shall have written policy, procedure, and practice requiring that staff have initial contact with clients assigned to community corrections supervision within two (2) business days of sentencing.

#### DEFINITIONS:

None

#### DISCUSSION:

Staff should provide clients with temporary instructions regarding specific rules, restrictions on activities and whereabouts, expectations, orientation schedule, and related tasks. Staff should begin the process of gathering pertinent information and setting the tone of supervision to include confirming client residence, client contact information, addressing risk/need areas requiring immediate attention, reviewing conditions of probation, role clarification, expectations of confidentiality, and providing the client the opportunity to ask any questions. A photograph of the client should be taken during the intake/orientation meeting.

If extenuating circumstances exist which prevent the supervising agency from meeting this deadline, the fact that the deadline has not been met and the reason for the deviation should be recorded in the KDOC case management system. Initiating contact with a client might occur via written correspondence, telephone conversation, personal visit, or other means that the agency determines to be appropriate and effective.

#### REFERENCES:

K.S.A. 75-5290, *et seq.*

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Program Components                                                              | <b>STANDARD NO.:</b><br><br>2A-PRO-101 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Adult Intensive Supervision                                                     | <b>PAGE:</b><br><br>1 of 2             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Orientation                                                                     |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 02-29-2024<br><b>DATE REVIEWED:</b> 02-29-2024 |                                        |

### STANDARD:

Agencies shall have written policy, procedure, and practice requiring that client orientations be completed within ten (10) business days of placement.

Orientations shall include, but not limited to:

- guidelines, rules, and practices, including offender registration requirements
- services and related activities
- program violations
- internal sanctions/incentives
- fees associated with case(s) and services
- grievance procedures
- access to case file
- expectations regarding confidentiality
- role clarification of the supervision officer

The client orientation shall be documented in the client's file. When orientation is not completed within ten (10) business days, the reason(s) for delay shall be clearly documented in contact notes.

Agencies shall have written policy, procedure, and practice governing how the completion of orientations will be documented including, but not limited to:

- A written checklist identifying the orientation topics covered.
- The checklist shall include the orientation completion date along with client and staff signatures.

### DEFINITIONS:

None

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|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Adult Intensive Supervision                                                     | <b>PAGE:</b><br><br>2 of 2             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Orientation                                                                     |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 02-29-2024<br><b>DATE REVIEWED:</b> 02-29-2024 |                                        |

#### DISCUSSION:

Staff is encouraged to allow time for the client to ask questions. Clients should receive information in writing whenever possible.

Agencies should reference standard 1E-ADM-509 for how to address access to client case files.

Delays in orientation should be limited to situations where the client is in treatment or otherwise unavailable to report.

#### REFERENCES:

K.S.A. 75-5290, *et seq.*

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Program Components                                                              | <b>STANDARD NO.:</b><br><br>2A-PRO-103 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Adult Intensive Supervision                                                     | <b>PAGE:</b><br><br>1 of 2             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Case Plans                                                                      |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 02-29-2024<br><b>DATE REVIEWED:</b> 02-29-2024 |                                        |

### STANDARD:

Agencies shall have written policy, procedure, and practice requiring staff to develop an individualized case plan with each client within sixty (60) calendar days of sentencing.

Case plans shall be documented in the KDOC case management system and reviewed at each office contact with thorough documentation of progress or changes.

Plans shall include:

- goals
- client action steps
- progress notes

If a client's score on the risk/needs assessment places them at low risk, a written case plan is not required. However, a discussion regarding the client's strength(s) and risk areas should occur within sixty (60) calendar days of sentencing and as needed throughout the supervision period. The issues discussed shall be documented in contact notes including:

- The client's risk and needs areas based on domain scores from the most recent assessment or other available information and the steps to be taken to reduce or manage them.
- The client's strengths and protective factors and methods for maintaining and/or strengthening them.

If the client is transferred to an increased supervision level, a case plan should be completed within thirty (30) calendar days of the change in supervision level.

Case plans shall be reviewed and shared with the client upon creation and whenever changes are made. Clients shall be provided a copy of each case plan developed and/or updated during their supervision period.

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Program Components                                                              | <b>STANDARD NO.:</b><br><br>2A-PRO-103 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Adult Intensive Supervision                                                     | <b>PAGE:</b><br><br>2 of 2             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Case Plans                                                                      |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 02-29-2024<br><b>DATE REVIEWED:</b> 02-29-2024 |                                        |

If a case plan is not completed within sixty (60) calendar days, the reason(s) for delay shall be clearly documented in the KDOC case management system.

#### DEFINITIONS:

Prosocial behavior: having law-abiding attitudes and beliefs that encourage and support others and that discourage harmful actions.

#### DISCUSSION:

The case plan shall be written in such a manner that it serves as a map or guide for the supervision process, and it shall be based on the domain needs noted by the risk/needs assessment. A client shall be actively involved in the development of their plan and not a mere recipient of the plan. Case plans should be behaviorally focused to reduce risk in identified areas or to reinforce and strengthen prosocial behaviors. Keep in mind that the plan should be structured, prioritizing the “Big Four” crime producing needs (antisocial cognition, antisocial personality/temperament, antisocial associates, and family/marital) with consideration of responsivity factors.

#### REFERENCES:

K.S.A. 75-5290, *et seq.*

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Program Components                                                              | <b>STANDARD NO.:</b><br><br>2A-PRO-105 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Adult Intensive Supervision                                                     | <b>PAGE:</b><br><br>1 of 3             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Risk/Needs Assessment                                                           |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 02-29-2024<br><b>DATE REVIEWED:</b> 02-29-2024 |                                        |

### STANDARD:

Agencies shall have written policy, procedure, and practice requiring that an assessment tool approved by the Kansas Department of Corrections (KDOC), be used to determine a client's risk/needs score. The assessment tool shall be scored and documented in accordance with instructions approved by KDOC. Assessment documentation must be included in the KDOC case management system and support the score.

Supervision levels are to be determined based on the client's assessed risk/need score and other objective risk management factors. Each client is to be assigned to one (1) of four (4) supervision levels: high (I), moderate (II), low moderate (III), and low (IV).

### **Initial Assessment**

- Until an initial assessment is completed, a client assigned to community corrections shall be supervised at the highest supervision level.
- If a client is referred for pre-sentence SB 123 while the client is under current supervision, then staff may use the most recent assessment for submission on the SB 123 case, unless otherwise directed by the court to complete a new assessment.
- When the court orders supervision by community corrections during the pre-sentence phase and sentencing is delayed beyond six (6) months of the initial assessment date, staff need only to complete a reassessment and not a second initial assessment.
- If an assessment was completed by court services during the pre-sentence phase and the date of such assessment is not more than six (6) months before the probation start date, staff may utilize the court services assessment as the client's initial assessment.
- If an initial assessment was not completed during the pre-sentence phase, an initial assessment shall be completed on each client within the first forty-five (45) calendar days after sentencing.

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Program Components                                                              | <b>STANDARD NO.:</b><br><br>2A-PRO-105 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Adult Intensive Supervision                                                     | <b>PAGE:</b><br><br>2 of 3             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Risk/Needs Assessment                                                           |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 02-29-2024<br><b>DATE REVIEWED:</b> 02-29-2024 |                                        |

## Reassessment

- Staff shall complete a reassessment twelve (12) months after the initial assessment. Subsequent reassessment shall be completed every twelve (12) months.
- An additional assessment does not need to be completed if there is an additional sentencing prior to the scheduled reassessment.
- If a client is assessed as supervision level low (IV), reassessments are not necessary unless there is dramatic change or new information is obtained that would change their supervision level.
  - A reassessment may occur at any supervision level upon dramatic change.
    - When there is a dramatic change, consider how the change impacts other scoring elements and how strongly the change is tied to the client's criminal patterns.

## All Clients

- The assessment score shall govern the movement of clients between supervision levels, except for approved overrides.

If the assessment is not completed in the timeframes required by this standard, the reason(s) for delay shall be clearly documented in the KDOC case management system.

The risk score determines the supervision level as indicated below, except in the event of other objective risk management factors which may increase or decrease the supervision level and require supervisor approval.

| Supervision Level  | LS/CMI Risk Score | WRNA Risk Score |
|--------------------|-------------------|-----------------|
| High (I)           | 30 – 43           | 37 +            |
| Moderate (II)      | 20 – 29           | 22 – 36         |
| Low Moderate (III) | 11 – 19           | 10 – 21         |
| Low (IV)           | 0 – 10            | 0 – 9           |

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|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Adult Intensive Supervision                                                     | <b>PAGE:</b><br><br>3 of 3             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Risk/Needs Assessment                                                           |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 02-29-2024<br><b>DATE REVIEWED:</b> 02-29-2024 |                                        |

### DEFINITIONS:

**Dramatic change:** includes behavior or circumstances that may impact a client’s risk level in a negative or positive way that warrants a reassessment of risk. Some examples of this are sustained employment or loss of employment, relapse or increased periods of abstinence, change in residence, change in family circumstances, change in criminal history, or the completion of case plan goals.

**Supervision level:** categorization of clients based on risk/need assessment and other objective risk management factors.

**Risk/needs assessment:** A tool which determines a client’s level of risk. It also identifies specific programmatic needs of clients which aid staff in the development of effective case plans.

### DISCUSSION:

When completing an assessment, the rater should complete a thorough review of all available information, including verification of self-reported information (e.g., residence, school, and/or training and employment), and frequently reference scoring instructions to ensure accurate scoring of the assessment. When assuming supervision of a client whose most recent assessment was completed by another rater, that assessment should be reviewed to ensure the documentation remains accurate and supports the score. If elements have changed or the documentation does not support the score, the client should be reassessed.

### REFERENCES:

K.S.A. 75-5290, *et seq.*

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|  | <b>CHAPTER:</b><br><br>Program Components                                                              | <b>STANDARD NO.:</b><br><br>2A-PRO-107 |
|                                                                                   | <b>SECTION:</b><br><br>Adult Intensive Supervision                                                     | <b>PAGE:</b><br><br>1 of 5             |
|                                                                                   | <b>SUBJECT:</b><br><br>Contact Requirements                                                            |                                        |
|                                                                                   | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 02-29-2024<br><b>DATE REVIEWED:</b> 02-29-2024 |                                        |

**STANDARD:**

Agencies shall have written policy, procedure, and practice requiring the following minimum contacts and/or verifications for clients under their supervision:

| <b>TABLE 1 – REQUIRED MINIMUM</b> actions for all clients not addressed by Tables 2 through 4. |                     |                                   |                                    |                                      |
|------------------------------------------------------------------------------------------------|---------------------|-----------------------------------|------------------------------------|--------------------------------------|
| <b>RISK SCORE<br/>SUPERVISION<br/>LEVEL</b>                                                    | <b>FACE TO FACE</b> | <b>RESIDENCE<br/>VERIFICATION</b> | <b>EMPLOYMENT<br/>VERIFICATION</b> | <b>INTERVENTION<br/>VERIFICATION</b> |
| LS/CMI 30 – 43<br>WRNA 37 +<br><br>High (I)                                                    | 4 per month         | 1 per month                       | 1 per month                        | 1 per month for each<br>intervention |
| LS/CMI 20 – 29<br>WRNA 22 – 36<br><br>Moderate (II)                                            | 3 per month         | 1 every 60 days                   | 1 per month                        | 1 per month for each<br>intervention |
| LS/CMI 11 – 19<br>WRNA 10 – 21<br><br>Low Moderate (III)                                       | 2 per month         | 1 every 90 days                   | 1 every 60 days                    | 1 per month for each<br>intervention |
| LS/CMI 0 – 10<br>WRNA 0 – 9<br><br>Low (IV)                                                    | 1 per month         | 1 every 90 days                   | 1 every 60 days                    | 1 per month for each<br>intervention |

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|  <p>Community Corrections<br/>Adult Intensive Supervision Standards</p> | <b>CHAPTER:</b>                                                                                        | <b>STANDARD NO.:</b> |
|                                                                                                                                                          | Program Components                                                                                     | 2A-PRO-107           |
|                                                                                                                                                          | <b>SECTION:</b>                                                                                        | <b>PAGE:</b>         |
|                                                                                                                                                          | Adult Intensive Supervision                                                                            | 2 of 5               |
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|                                                                                                                                                          | Contact Requirements                                                                                   |                      |
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| TABLE 2 – REQUIRED MINIMUM actions for clients on the following statuses. |                                                                                                                                  |
|---------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| <b>JAIL; SANCTION-PENDING PRISON</b>                                      | One (1) verification per month.                                                                                                  |
| <b>IN TREATMENT</b>                                                       | One (1) verification per month.                                                                                                  |
| <b>IN PRISON; SANCTION-IN PRISON</b>                                      | With sufficient frequency to verify and ensure that the release date is known and documented in the KDOC case management system. |
| <b>ABSCOND</b>                                                            | Verify that a warrant is still active every six (6) months.                                                                      |

| TABLE 3 – REQUIRED MINIMUM actions for SB 123 clients. |                                                                                     |
|--------------------------------------------------------|-------------------------------------------------------------------------------------|
| <b>SB 123 POST-SENTENCE</b>                            | Team meetings with treatment providers and clients at least one (1) time per month. |

| TABLE 4 – REQUIRED MINIMUM actions for clients with sex offense convictions. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CURRENT SEX OFFENSE CONVICTION</b>                                        | Supervise at Level I for the first six (6) months. After six (6) months, the client may be supervised at Level II for the remainder of supervision or at Level III if the following criteria are met:<br>1) the client has been on supervision for at least twelve (12) months at either Level I or Level II, and;<br>2) the client has been assessed by a licensed clinician providing sex offender treatment and has been determined to be low risk, and;<br>3) the agency director has reviewed the client's case file and approved supervision at Level III. |
| <b>PAST SEX OFFENSE CONVICTION</b>                                           | Agencies shall have written policy, procedure, and practice governing how a supervision level is determined if choosing to supervise at a level other than that which is prescribed by the current risk/needs assessment.                                                                                                                                                                                                                                                                                                                                        |
| <b>ALL CLIENTS SUPERVISED AS A SEX OFFENDER</b>                              | One (1) onsite residence verification within 30 days of moving and minimally every 120 days thereafter unless the sex offender treatment provider recommends otherwise.                                                                                                                                                                                                                                                                                                                                                                                          |

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Program Components                                                              | <b>STANDARD NO.:</b><br><br>2A-PRO-107 |
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### Supervision Level Overrides

Community corrections professionals may request an override to a level of supervision other than that prescribed by the assessment tool if a review of all available information indicates the need for a higher or lower supervision level and documentation provides the issues or behaviors that are the rational for override consideration. Factors to consider for overrides include the following:

- current risk factors or public safety concerns
- any mental health or special management needs
- level of compliance while on supervision
- information gained from community resources, law enforcement agencies, or treatment providers

A community corrections professional requesting an override to a higher or lower supervision level is to complete an override request in the KDOC case management system. The override request is to be reviewed for approval/disapproval by a supervisor. Until an override is approved, clients are to be on a supervision level based solely on their risk assessment.

Supervision level overrides are to be removed when no longer valid or necessary.

### DEFINITIONS:

Rewards: positive reinforcement for positive attitudes/behaviors.

Face-to-face contacts: in person contact between the client and the agency staff which are conducted in the client's residence, community supervision agency office, or locations in the community. Visits are to be well-planned and focused upon issues pertinent to the case plan and provision of services identified in the plan.

Intervention: may include, but not be limited to: in-house programming, employment services, substance abuse treatment, and cognitive behavioral tools.

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Program Components                                                              | <b>STANDARD NO.:</b><br><br>2A-PRO-107 |
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Override: a process that allows for the review of a client’s supervision level and may permit a client to be supervised at a supervision level other than that prescribed by the risk assessment score because of other aggravating or mitigating risk attributes, factors, or behaviors.

#### DISCUSSION:

Effective case management practice includes using diverse methods to verify a client’s participation and attendance in all required interventions/activities. Variation in methods helps to ensure accountability through multiple sources, and minimizes opportunities for clients to report inaccurate information, and prevents clients from becoming accustomed to a set pattern of verification. Staff should include, but not limit their efforts to onsite visits; written and verbal reports from resource providers; visits with family, friends, employers, mentors, and other supportive individuals; electronic documentation; and other appropriate methods approved by agency procedures. Contacts and onsite verifications are encouraged as the need arises.

Verification of residence, employment, and interventions should go beyond merely documenting the accuracy of what the client reports. Verification should include information such as the appropriateness of their residence and employment, their performance and participation in interventions and at work, and if there are any noted problems that need to be addressed. Employment verification may include, but not be limited to: proof of pay stubs, contacting supervisor/human resources, and onsite visit at employer.

Each agency may set its own policy for verifying an education intervention.

Consideration should be given to avoid over-supervision of low-risk clients. Significant deviation from recommended face-to-face contacts should be documented in contact notes. When this occurs, officers should be mindful of the possible need for reassessment.

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|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Contact Requirements                                                            |                                        |
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Cognitive behavioral interventions addressing criminogenic factors such as cognitive behavioral tools, should be utilized regularly in face-to-face contacts to affect change in high to moderate risk individuals. These face-to-face contacts provide an opportunity for supervision staff to model behavior and serve as agents of change with the client. They provide the avenue to reward and encourage prosocial progress as well as interrupt problematic behaviors.

#### REFERENCES:

K.S.A. 75-5290, *et seq.*

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Program Components                                                              | <b>STANDARD NO.:</b><br><br>2A-PRO-108 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Adult Intensive Supervision                                                     | <b>PAGE:</b><br><br>1 of 1             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Administrative Caseload                                                         |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 02-29-2024<br><b>DATE REVIEWED:</b> 02-29-2024 |                                        |

### STANDARD:

Agencies shall have written policy, procedure, and practice regarding placing clients on an administrative caseload. At a minimum, policies should address the criteria for placement on and removal from the caseload.

### DEFINITIONS:

None

### DISCUSSION:

Assessed needs should be minimal and client should be considered compliant under supervision with all requirements met, except for payment of obligations. Administrative caseloads may consist of, but not limited to, mail in or phone in status, with officer verifying client obligations on a monthly basis.

Administrative supervision could be used for situations to include, but not limited to:

- Clients who remain under supervision for the purpose of collection of fees, fines, and restitution.
- Clients who score as low risk on the risk assessment and have been compliant on supervision for a minimum of ninety (90) business days.
- Clients whose interstate compact transfer request has been accepted but the client has not yet relocated.
  - Clients awaiting interstate compact acceptance should be seen in accordance with the minimum required contacts for the client's assessed supervision level.
- Other circumstances where the client is not being actively supervised but is sentenced to community corrections.

### REFERENCES:

K.S.A. 75-5290, *et seq.*

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|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Notification/Law Enforcement Checks                                             |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 03-28-2024<br><b>DATE REVIEWED:</b> 03-28-2024 |                                        |

**STANDARD:**

Agencies shall have written policy, procedure, and practice requiring that agency staff complete periodic law enforcement checks to determine if a client assigned to community corrections had a negative contact with a law enforcement agency. Such checks shall be documented in the KDOC case management system.

**DEFINITIONS:**

None

**DISCUSSION:**

Law enforcement checks may consist of reviewing local police, sheriff, or highway patrol contact printouts, jail records, and networking with special law enforcement task forces such as those that monitor gang and drug activity. The frequency of checks may be determined by the agency and should take into consideration client risk factors and other objective risk management factors.

**REFERENCES:**

K.S.A. 75-5290, *et seq.*

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Program Components                                                              | <b>STANDARD NO.:</b><br><br>2A-PRO-112 |
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|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Notification/Law Enforcement Checks                                             |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 03-28-2024<br><b>DATE REVIEWED:</b> 03-28-2024 |                                        |

**STANDARD:**

Agencies shall have written policy, procedure, and practice requiring what offenses require written notification to employers of a client's assignment to community corrections. Notification shall be documented in the KDOC case management system.

**DEFINITIONS:**

None

**DISCUSSION:**

None

**REFERENCES:**

K.S.A. 75-5290, *et seq.*

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**STANDARD:**

Agencies shall have written policy, procedure, and practice defining the criteria necessary to declare a client an absconder from supervision and the steps to be taken upon client arrest or re-appearance/re-engagement.

**DEFINITIONS:**

Absconder: individual who knowingly avoids supervision or knowingly making the individual's whereabouts unknown to the supervising court services officer or community correctional services officer.

**DISCUSSION:**

Policy should include time considerations, agency and local law enforcement resources as well as any local court and law enforcement requirements.

**REFERENCES:**

K.S.A. 75-5290, *et seq.*

K.S.A. 22-2202

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|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Case Closure                                                                    |                                        |
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### STANDARD:

Agencies shall have written policy, procedure, and practice requiring identification of the criteria to be met before recommending successful completion of supervision.

Several closure types are included in the group of successfully closed cases. In addition to cases that were successfully closed, cases that were terminated due to the client's death, the client not being sentenced to community corrections, and cases that were unsuccessfully closed for any reason (e.g., closed by court, remanded to jail) are classified as successfully closed.

Agencies shall have written policy, procedure, and practice requiring supervisory approval prior to initiating revocation.

Documentation of all efforts made for client to obtain compliance should be documented in the KDOC case management system.

Revocation case closures are comprised of cases that were revoked due to a new misdemeanor or felony case and cases revoked due to a condition violation(s).

Case closure types are to be selected in the KDOC case management system. Case closure types are defined in the KDOC case management system manual.

### DEFINITIONS:

Successful completion: client's supervision is not revoked and/or remanded to the custody of KDOC.

Revocation: a judicial ruling terminating community corrections supervision or probation, resulting in either an imposition of a prison term or the unsuccessful termination of community supervision.

### DISCUSSION:

Supervisory approval helps to ensure internal consistency in the management of violators. Staff can promote the use of innovative methods to respond to violations.

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**REFERENCES:**

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|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Adult Intensive Supervision                                                     | <b>PAGE:</b><br><br>1 of 3             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Courtesy Supervision – Mandatory and Discretionary Transfer Criteria            |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 03-28-2024<br><b>DATE REVIEWED:</b> 03-28-2024 |                                        |

### **STANDARD:**

Agencies shall have written policy, procedure, and practice requiring the agency follow the mandatory and discretionary transfer criteria outlined in this standard. Agencies may not create policy, procedure, and practice that is more restrictive and/or conflicts with these requirements.

### **Mandatory Transfer of Supervision**

1. Client eligibility for transfer is at the discretion of the sending agency.
  - a. The sending agency is responsible for notifying the court and obtaining the court's permission if necessary.
  - b. The court of conviction will retain jurisdiction over the client's case.
2. If the client is deemed eligible, the receiving agency shall accept transfer if the client:
  - a. has more than ninety (90) calendar days or an indefinite period of supervision remaining at the time the sending jurisdiction transmits the transfer request, and;
  - b. has a valid case plan and is in substantial compliance with the terms of supervision, and;
  - c. (1) has resident family in the receiving district who have indicated a willingness and ability to assist as specified in the case plan, and/or;
  - d. (2) can obtain employment in the receiving district or has means of support.
3. While the sending agency determines the decision to request a client transfer or not, the receiving agency has no discretion to deny the transfer as long as the client satisfies the criteria listed above.
4. The sending agency determines if a client is in substantial compliance. If the sending agency has taken no action on outstanding warrants or pending charges the client is in substantial compliance.
5. There is no obligation of the sending agency to retake when requirements a-d are no longer met.
6. A receiving agency is not authorized to deny a transfer based solely on the fact that the client intends to reside in Section 8 housing.

NOTE: The standards set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the adult offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or adult offenders, or an independent duty owed by the Kansas Department of Corrections, Community-Based Services Division to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised adult offenders or third parties. This standard is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

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|  <p>Community Corrections<br/>Adult Intensive Supervision Standards</p> | <b>CHAPTER:</b><br>Program Components                                                                  | <b>STANDARD NO.:</b><br>2A-PRO-122 |
|                                                                                                                                                          | <b>SECTION:</b><br>Adult Intensive Supervision                                                         | <b>PAGE:</b><br>2 of 3             |
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|                                                                                                                                                          | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 03-28-2024<br><b>DATE REVIEWED:</b> 03-28-2024 |                                    |

### Discretionary Transfer of Supervision

1. A sending agency may request transfer of supervision for a client who does not meet criteria a-d under the mandatory transfer of supervision section when acceptance by the receiving agency would support successful completion of supervision, rehabilitation of the client, promote public safety, and protect the rights of victims.
2. The sending agency shall provide sufficient information/documentation to justify the requested transfer.
3. The receiving agency shall have the discretion to accept or reject the transfer of supervision if:
  - a. insufficient information/documentation was received to support the request or,
  - b. is able to provide sufficient reasons the transfer will not support successful completion of supervision, rehabilitation of the client, promote public safety, or protect the rights of victims.
4. If the receiving agency rejects a transfer request, the reasons for rejection must be provided in writing to the sending agency and documented in the KDOC case management system.

The sending agency is responsible for notifying the court of a client's transfer request and obtaining any necessary permissions.

In no instance, shall non-payment of an assessed transfer fee be a reason for denial of a request for transfer.

### DEFINITIONS:

None

### DISCUSSION:

Transfer of supervisions should be made with the best interest of the client in mind for what will enhance the client's successful completion of supervision. In some scenarios it may be appropriate for community corrections directors to communicate with one another to discuss and determine appropriate transfers.

NOTE: The standards set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the adult offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or adult offenders, or an independent duty owed by the Kansas Department of Corrections, Community-Based Services Division to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised adult offenders or third parties. This standard is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Program Components                                                              | <b>STANDARD NO.:</b><br><br>2A-PRO-122 |
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|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 03-28-2024<br><b>DATE REVIEWED:</b> 03-28-2024 |                                        |

**REFERENCES:**

K.S.A. 75-5290, *et seq.*

NOTE: The standards set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the adult offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or adult offenders, or an independent duty owed by the Kansas Department of Corrections, Community-Based Services Division to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised adult offenders or third parties. This standard is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

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|                       | <b>CHAPTER:</b>                                                               | <b>STANDARD NO.:</b> |
|                                                                                                        | Program Components                                                            | 2A-PRO-123           |
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|                                                                                                        | <b>SUBJECT:</b>                                                               |                      |
|                                                                                                        | Courtesy Supervision Transfer<br>Request – Sending Agency<br>Responsibilities |                      |
| <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 03-28-2024<br><b>DATE REVIEWED:</b> 03-28-2024 |                                                                               |                      |

**STANDARD:**

Agencies shall have written policy, procedure, and practice requiring that when requesting a transfer of supervision, the agency will ensure:

1. All requests for transfer of supervision will be made in the KDOC case management system.
2. All requests for transfer of supervision include the following case management information:
  - a. completed application for transfer of supervision documentation to include the complete client's anticipated home and employer address and contact information, and;
  - b. complaint and information, if available, and;
  - c. affidavit or arrest report, if available, and;
  - d. pre-sentence investigation, and;
  - e. journal entries, and;
  - f. orders of probation, and;
  - g. diagnostic evaluations, if applicable.
3. All client data in the KDOC case management system is complete and up to date prior to submitting a request for transfer of supervision.
  - a. If the client who is the subject of a transfer request has been under supervision with the requesting agency for thirty (30) calendar days or more, the risk/needs assessment shall be completed by the sending agency.
  - b. If the client who is the subject of a transfer request has been under supervision with the requesting agency for less than thirty (30) calendar days, the risk/needs assessment shall be completed by the receiving agency.

NOTE: The standards set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the adult offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or adult offenders, or an independent duty owed by the Kansas Department of Corrections, Community-Based Services Division to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised adult offenders or third parties. This standard is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

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|  <p><b>Kansas</b><br/>Department of Corrections<br/>Community-Based Services Division</p> <p>Community Corrections<br/>Adult Intensive Supervision Standards</p> | <b>CHAPTER:</b>                                                                                        | <b>STANDARD NO.:</b> |
|                                                                                                                                                                                                                                                   | Program Components                                                                                     | 2A-PRO-123           |
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4. The client remains under supervision until the sending agency receives written notification of the receiving agency's final decision to accept or reject the transfer.
  - a. supervision may be retained by the sending agency, or;
  - b. supervision may be accomplished through an inter-agency agreement wherein the receiving agency agrees in writing to supervise the client during their investigation process and until a final decision is made to accept or reject the transfer.
  - c. if the decision is made to reject the transfer, the client must return to the sending agency's jurisdiction immediately or upon such date and time as ordered by the sending agency.
5. Before initiating a transfer request, the agency should consider whether there is a safety risk to victims and if notification should occur. If notification is deemed necessary, it should be handled pursuant to local policy.
6. No supervision fees are to be assessed against a client whose supervision has been transferred to another agency.

#### DEFINITIONS:

None

#### DISCUSSION:

The date of sentencing determines when supervision begins, unless otherwise noted by the court.

In addition to completing the courtesy transfer request in the KDOC case management system, it is encouraged for sending agency staff to notify the receiving agency staff via email for added notification purposes.

#### REFERENCES:

K.S.A. 75-5290, *et seq.*

NOTE: The standards set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the adult offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or adult offenders, or an independent duty owed by the Kansas Department of Corrections, Community-Based Services Division to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised adult offenders or third parties. This standard is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Program Components                                                              | <b>STANDARD NO.:</b><br><br>2A-PRO-124 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Adult Intensive Supervision                                                     | <b>PAGE:</b><br><br>1 of 1             |
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#### STANDARD:

Agencies shall have written policy, procedure, and practice requiring that when receiving a request for transfer of supervision the agency will ensure:

1. the transfer request investigation is completed within fifteen (15) business days of receipt, and;
2. the agency submits their decision to the sending agency within three (3) business days of completing the investigation.

All decisions regarding the acceptance or rejection of supervision are submitted using the KDOC case management system.

If extenuating circumstances exist which prevent the receiving agency from meeting this deadline, the fact that the deadline has not been met and the reason for the deviation should be provided in writing to the sending agency and recorded in the KDOC case management system.

#### DEFINITIONS:

None

#### DISCUSSION:

In addition to accepting or rejecting the transfer request in the KDOC case management system, it is encouraged for receiving agency staff to notify the sending agency staff via email for added notification purposes.

#### REFERENCES:

K.S.A. 75-5290, *et seq.*

NOTE: The standards set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the adult offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or adult offenders, or an independent duty owed by the Kansas Department of Corrections, Community-Based Services Division to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised adult offenders or third parties. This standard is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Program Components                                                              | <b>STANDARD NO.:</b><br><br>2A-PRO-125 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Adult Intensive Supervision                                                     | <b>PAGE:</b><br><br>1 of 1             |
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|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 03-28-2024<br><b>DATE REVIEWED:</b> 03-28-2024 |                                        |

### STANDARD:

Agencies shall have written policy, procedure, and practice requiring that supervision of courtesy clients is consistent with the supervision of clients sentenced in the receiving jurisdiction, including the use of incentives, corrective actions, graduated sanctions, and other supervision techniques.

When use of such action requires court approval from the original jurisdiction:

1. the supervising agency shall make a written request to the sending agency that includes a summary of the client's violations during the courtesy supervision period, what actions have been taken in response to those violations, and a proposed response to the current violation(s), and;
2. the sending agency shall request the court's approval within three (3) business days of receiving the supervising agency's request, and;
3. the sending agency shall transmit the court's decision to the supervising agency in writing within three (3) business days of receiving the decision.

If extenuating circumstances exist which prevent the receiving agency from meeting this deadline, the fact that the deadline has not been met and the reason for the deviation should be provided in writing to the sending agency and recorded in the KDOC case management system.

### DEFINITIONS:

Incentive: encouragements for positive behavior provided to the client for prosocial attitudes/behaviors.

### DISCUSSION:

Upon transfer to the receiving agency's jurisdiction, the client becomes a member of that community, and the goal of supervision is to assist the client in becoming a stable and productive community member.

### REFERENCES:

K.S.A. 75-5290, *et seq.*

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Program Components                                                              | <b>STANDARD NO.:</b><br><br>2A-PRO-126 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Adult Intensive Supervision                                                     | <b>PAGE:</b><br><br>1 of 1             |
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**STANDARD:**

Agencies shall have written policy, procedure, and practice requiring that progress reports on courtesy transfer clients may be provided at the request of the sending agency.

The progress report should include but is not limited to the following: officer and client's summary of conduct, compliance with conditions, any incentives/sanctions imposed, and case plan progress.

If a client absconds or is arrested for a new crime, the supervising agency shall send a progress report within (3) business days of determining the client has absconded or learning of the arrest.

**DEFINITIONS:**

None

**DISCUSSION:**

None

**REFERENCES:**

K.S.A. 75-5290, *et seq.*

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Program Components                                                              | <b>STANDARD NO.:</b><br><br>2A-PRO-127 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Adult Intensive Supervision                                                     | <b>PAGE:</b><br><br>1 of 2             |
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|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 09-01-2018<br><b>DATE REVIEWED:</b> 03-28-2024 |                                        |

#### **STANDARD:**

Agencies shall have written policy, procedure, and practice requiring the agency follow the mandatory and discretionary retaking criteria outlined in this standard. Agencies shall not create policy, procedure, and practice that is more restrictive and/or conflicts with these requirements.

#### **Mandatory Retaking of Supervision**

- Client has absconded and receiving agency has exhausted all efforts to locate and re-engage the client on supervision.
- Upon request by the receiving agency:
  - after a client's arrest for a new felony or person misdemeanor, or;
  - after a client's conviction for a new felony or person misdemeanor.

#### **Discretionary Retaking of Supervision**

- At its sole discretion, a sending agency may retake or order the return of a client at any time during supervision.

The receiving agency is responsible for obtaining written reporting instructions from the agency who is retaking supervision, providing those instructions to the client, and maintaining documentation of the client's receipt of the instructions.

#### **DEFINITIONS:**

**Retaking:** to order a client to return to the sending agency. This may or may not require the issuance of a warrant.

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Program Components                                                              | <b>STANDARD NO.:</b><br><br>2A-PRO-127 |
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#### DISCUSSION:

If a client is arrested on new charges, agencies should work together to determine who retains supervision with consideration given to the client's status (jail or bond), impact on law enforcement for any housing or transportation needs necessary to comply with court appearances, as well as public safety and the protection of victims.

#### REFERENCES:

K.S.A. 75-5290, *et seq.*

NOTE: The standards set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the adult offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or adult offenders, or an independent duty owed by the Kansas Department of Corrections, Community-Based Services Division to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised adult offenders or third parties. This standard is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Program Components                                                              | <b>STANDARD NO.:</b><br><br>2A-PRO-128 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Adult Intensive Supervision                                                     | <b>PAGE:</b><br><br>1 of 1             |
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### STANDARD:

Agencies shall have written policy, procedure, and practice governing courtesy supervision termination which shall include, but not limited to the following:

1. No less than thirty (30) calendar days prior to the projected probation completion date the receiving agency shall notify the sending agency if the client is in compliance and expected to be discharged as scheduled.
  - a. Upon receiving notification, the sending agency should review the client's case and advise the receiving agency if there are any circumstances for which the client should not be allowed to discharge.
  - b. If circumstance exist which require extension of probation, the sending agency should determine if retaking the client's supervision is necessary or if the client may remain in the receiving agency's jurisdiction. The decision should be communicated to the receiving agency in writing and documented in the KDOC case management system.
2. Unless the sending agency has already retaken supervision, upon expiration of the probation term, the receiving agency shall send final notice of discharge to the sending agency. The sending agency is responsible for closing the case in accordance with local policy and documenting closure in the KDOC case management system.

### DEFINITIONS:

None

### DISCUSSION:

None

### REFERENCES:

K.S.A. 75-5290, *et seq.*

NOTE: The standards set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the adult offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or adult offenders, or an independent duty owed by the Kansas Department of Corrections, Community-Based Services Division to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised adult offenders or third parties. This standard is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Program Components                                                              | <b>STANDARD NO.:</b><br><br>2A-PRO-129 |
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**STANDARD:**

Agencies shall have written policy, procedure, and practice requiring compliance with the Interstate Commission for Adult Offender Supervision (ICAOS) rules regarding the retaking and/or returning of compact clients to include:

1. issuing a warrant within fifteen (15) calendar days of the officer receiving the violation report, and;
2. ensuring the warrant is entered into the National Crime Information Center (NCIC) wanted person file with a nationwide pick-up radius with no bond amount set.

**DEFINITIONS:**

None

**DISCUSSION:**

None

**REFERENCES:**

K.S.A. 75-5290, *et seq.*

Interstate Commission for Adult Offender Supervision Rules

NOTE: The standards set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the adult offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or adult offenders, or an independent duty owed by the Kansas Department of Corrections, Community-Based Services Division to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised adult offenders or third parties. This standard is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Program Components                                                              | <b>STANDARD NO.:</b><br><br>2B-PRO-200 |
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|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 04-25-2024<br><b>DATE REVIEWED:</b> 04-25-2024 |                                        |

#### STANDARD:

Agencies shall have written policy, procedure, and practice that require a written statement of purpose, clearly stated goals, and measurable objectives for each in-house specialized program.

#### DEFINITIONS:

Specialized program: encompasses a broad array of services and interventions including, but not limited to: substance abuse treatment, educational programming, employment programming, cognitive behavioral therapy, domestic violence programming, and sex offender treatment.

#### DISCUSSION:

The extent to which specialized programming is used may depend on client characteristics, the agency's mission, and the availability of resources.

#### REFERENCES:

K.S.A. 75-5290, *et seq.*  
 K.S.A. 21-6702

NOTE: The standards set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the adult offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or adult offenders, or an independent duty owed by the Kansas Department of Corrections, Community-Based Services Division to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised adult offenders or third parties. This standard is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Program Components                                                              | <b>STANDARD NO.:</b><br><br>2B-PRO-201 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Specialized Programming                                                         | <b>PAGE:</b><br><br>1 of 1             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Referral                                                                        |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 09-01-2018<br><b>DATE REVIEWED:</b> 04-25-2024 |                                        |

### STANDARD:

Agencies shall have written policy, procedure, and practice identifying the criteria for program referral, placement, duration, and discharge/termination. Criteria should be established in accordance with the risk, need, responsivity, dosage, and treatment principles.

### DEFINITIONS:

Risk principle: prioritize supervision and treatment resources for higher risk clients.

Need principle: target interventions to criminogenic needs.

Responsivity principle: be responsive to temperament, learning style, motivation, culture, and gender when assigning programs.

Dosage principle: structure 40-70% of high-risk client's time for 3-9 months.

Treatment principle: integrate treatment into the full sentence/sanction requirements.

### DISCUSSION:

The criteria must identify the target population, the selection process, and under what conditions a client may be appropriate for placement including prioritization.

### REFERENCES:

K.S.A. 75-5290, *et seq.*

Crime and Justice Institute (2011). *Putting the Pieces Together: Practical Strategies for Implementing Evidence-Based Practices*, Washington, DC: National Institute of Corrections

NOTE: The standards set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the adult offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or adult offenders, or an independent duty owed by the Kansas Department of Corrections, Community-Based Services Division to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised adult offenders or third parties. This standard is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Program Components                                                              | <b>STANDARD NO.:</b><br><br>2B-PRO-202 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Specialized Programming                                                         | <b>PAGE:</b><br><br>1 of 1             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Orientation                                                                     |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 04-25-2024<br><b>DATE REVIEWED:</b> 04-25-2024 |                                        |

**STANDARD:**

Agencies shall have written policy, procedure, and practice requiring that orientation for clients be completed.

Orientation shall include but not be limited to:

- rules governing conduct
- program goals and purpose
- guidelines and practices
- fees associated with services
- termination criteria

Completion of orientation shall be documented in the client's case file.

**DEFINITIONS:**

None

**DISCUSSION:**

None

**REFERENCES:**

K.S.A. 75-5290, *et seq.*

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Program Components                                                              | <b>STANDARD NO.:</b><br><br>2B-PRO-203 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Specialized Programming                                                         | <b>PAGE:</b><br><br>1 of 1             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Documentation                                                                   |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 09-01-2018<br><b>DATE REVIEWED:</b> 04-25-2024 |                                        |

**STANDARD:**

Agencies shall have written policy, procedure, and practice requiring documentation of client's program referral, placement, progress, and discharge.

**DEFINITIONS:**

None

**DISCUSSION:**

Each client should receive feedback pertaining to their progress on a regular basis. Recorded attendance shall be documented in the client's case file.

**REFERENCES:**

K.S.A. 75-5290, *et seq.*

NOTE: The standards set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the adult offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or adult offenders, or an independent duty owed by the Kansas Department of Corrections, Community-Based Services Division to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised adult offenders or third parties. This standard is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Services                                                                        | <b>STANDARD NO.:</b><br><br>3A-SER-100 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Drug/Alcohol Testing                                                            | <b>PAGE:</b><br><br>1 of 1             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Purpose                                                                         |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 09-01-2018<br><b>DATE REVIEWED:</b> 05-30-2024 |                                        |

**STANDARD:**

Agencies shall have written policy, procedure, and practice requiring a written statement of purpose, clearly stated goals, and measurable objectives for drug/alcohol testing.

**DEFINITIONS:**

None

**DISCUSSION:**

The extent to which drug/alcohol testing is used may be determined in part by the agency's mission statement, availability of resources, drug/alcohol use patterns of clients, and judicial requirements.

Given the correlation between drug/alcohol use and crime, drug/alcohol testing can be an effective case management tool. Drug/alcohol testing goals may aid in case management and may include all or any combination of the following:

- identification
- assessment
- deterrence
- monitoring
- treatment

**REFERENCES:**

K.S.A. 75-5290, *et seq.*

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Services                                                                        | <b>STANDARD NO.:</b><br><br>3A-SER-102 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Drug/Alcohol Testing                                                            | <b>PAGE:</b><br><br>1 of 1             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Authorization for Testing and Client Selection                                  |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 09-01-2018<br><b>DATE REVIEWED:</b> 05-30-2024 |                                        |

**STANDARD:**

Agencies shall have written policy, procedure, and practice requiring that proper authorization exists for drug/alcohol testing prior to testing a client.

**DEFINITIONS:**

None

**DISCUSSION:**

Authorization to conduct drug/alcohol tests can be found in state statutes, court orders, or agency guidelines.

**REFERENCES:**

K.S.A. 75-5290, *et seq.*

NOTE: The standards set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the adult offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or adult offenders, or an independent duty owed by the Kansas Department of Corrections, Community-Based Services Division to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised adult offenders or third parties. This standard is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Services                                                                        | <b>STANDARD NO.:</b><br><br>3A-SER-103 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Drug/Alcohol Testing                                                            | <b>PAGE:</b><br><br>1 of 1             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Authorization for Testing and Client Selection                                  |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 09-01-2018<br><b>DATE REVIEWED:</b> 05-30-2024 |                                        |

**STANDARD:**

Agencies shall have written policy, procedure, and practice governing the selection and frequency of drug/alcohol testing.

**DEFINITIONS:**

None

**DISCUSSION:**

Drug/alcohol testing can be unscheduled or based on “reasonable suspicion.” Staff should be allowed to test when in their professional opinion, it is in the best interest of the client, the agency, and public safety to do so. Staff should explore a client’s past and current history of use, treatment history, and information received from collateral sources.

**REFERENCES:**

K.S.A. 75-5290, *et seq.*

NOTE: The standards set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the adult offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or adult offenders, or an independent duty owed by the Kansas Department of Corrections, Community-Based Services Division to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised adult offenders or third parties. This standard is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Services                                                                        | <b>STANDARD NO.:</b><br><br>3A-SER-105 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Drug/Alcohol Testing                                                            | <b>PAGE:</b><br><br>1 of 1             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Selection of Methodologies                                                      |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 09-01-2018<br><b>DATE REVIEWED:</b> 05-30-2024 |                                        |

**STANDARD:**

Agencies shall have written policy, procedure, and practice governing confirmation requirements for drug/alcohol testing. Policy and practice shall be based on current state statutes and regulations, and court decisions.

**DEFINITIONS:**

None

**DISCUSSION:**

None

**REFERENCES:**

K.S.A. 75-5290, *et seq.*

NOTE: The standards set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the adult offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or adult offenders, or an independent duty owed by the Kansas Department of Corrections, Community-Based Services Division to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised adult offenders or third parties. This standard is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Services                                                                        | <b>STANDARD NO.:</b><br><br>3A-SER-106 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Drug/Alcohol Testing                                                            | <b>PAGE:</b><br><br>1 of 1             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Drug/Alcohol Testing Protocol                                                   |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 09-01-2018<br><b>DATE REVIEWED:</b> 05-30-2024 |                                        |

**STANDARD:**

Agencies shall have written policy, procedure, and practice requiring that agencies designate collection, testing, and storage sites.

**DEFINITIONS:**

None

**DISCUSSION:**

Storage sites should be secured when staff are not present.

**REFERENCES:**

K.S.A. 75-5290, *et seq.*

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Services                                                                        | <b>STANDARD NO.:</b><br><br>3A-SER-107 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Drug/Alcohol Testing                                                            | <b>PAGE:</b><br><br>1 of 1             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Drug/Alcohol Testing Protocol                                                   |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 09-01-2018<br><b>DATE REVIEWED:</b> 05-30-2024 |                                        |

**STANDARD:**

Agencies shall have written policy, procedure, and practice requiring that universal precaution be taken during all stages of drug testing operations. The following precautions are required:

1. Use of rubber gloves during the handling of specimens.
2. No eating or drinking in the collections or testing area.
3. No refrigeration of food where chemical and specimens are stores.
4. Wash hands following drug testing operations.

**DEFINITIONS:**

None

**DISCUSSION:**

None

**REFERENCES:**

K.S.A. 75-5290, *et seq.*

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Services                                                                        | <b>STANDARD NO.:</b><br><br>3A-SER-108 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Drug/Alcohol Testing                                                            | <b>PAGE:</b><br><br>1 of 1             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Drug/Alcohol Testing Protocol                                                   |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 05-30-2024<br><b>DATE REVIEWED:</b> 05-30-2024 |                                        |

#### STANDARD:

Agencies shall have written policy, procedure, and practice requiring that the instructions for drug testing be made available to staff.

The receipt of instructions shall be documented and placed in each staff member's personnel and/or training file, or instructions should be posted in the collection area.

#### DEFINITIONS:

None

#### DISCUSSION:

Established procedures help to ensure validity and maintain the integrity of the evidence for future proceedings.

#### REFERENCES:

K.S.A. 75-5290, *et seq.*

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Services                                                                        | <b>STANDARD NO.:</b><br><br>3A-SER-109 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Drug/Alcohol Testing                                                            | <b>PAGE:</b><br><br>1 of 1             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Drug/Alcohol Testing Protocol                                                   |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 09-01-2018<br><b>DATE REVIEWED:</b> 05-30-2024 |                                        |

**STANDARD:**

Agencies shall have written policy, procedure, and practice requiring continuous observation of all specimens during collections including contingency for any deviations that may become necessary.

**DEFINITIONS:**

None

**DISCUSSION:**

Unless the integrity of the specimen collected is protected, the results of the test may be misleading. The collection process should not be unnecessarily intrusive. However, it is crucial that steps are taken to ensure that the client provides an unadulterated specimen. It is recommended that clients not be allowed to take jackets, purses, and other hand-held items into the collections area or testing area.

**REFERENCES:**

K.S.A. 75-5290, *et seq.*

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Services                                                                        | <b>STANDARD NO.:</b><br><br>3A-SER-110 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Drug/Alcohol Testing                                                            | <b>PAGE:</b><br><br>1 of 1             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Drug/Alcohol Testing Protocol                                                   |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 09-01-2018<br><b>DATE REVIEWED:</b> 05-30-2024 |                                        |

**STANDARD:**

Agencies shall have written policy, procedure, and practice requiring that the collection of urine specimens be observed by staff of the same sex as the client; however, staff should consider responsivity and client preference when collecting specimens from transgender clients.

**DEFINITIONS:**

None

**DISCUSSION:**

The collection process should not be unnecessarily intrusive.

**REFERENCES:**

K.S.A. 75-5290, *et seq.*

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Services                                                                        | <b>STANDARD NO.:</b><br><br>3A-SER-112 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Drug/Alcohol Testing                                                            | <b>PAGE:</b><br><br>1 of 1             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Drug-Alcohol Testing Protocol                                                   |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 05-30-2024<br><b>DATE REVIEWED:</b> 05-30-2024 |                                        |

**STANDARD:**

Agencies shall have written policy, procedure, and practice requiring that all test results be documented in the KDOC case management system.

Dissemination of test results shall comply with all confidentiality practices.

**DEFINITIONS:**

None

**DISCUSSION:**

None

**REFERENCES:**

K.S.A. 75-5290, *et seq.*

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Services                                                                        | <b>STANDARD NO.:</b><br><br>3A-SER-113 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Drug/Alcohol Testing                                                            | <b>PAGE:</b><br><br>1 of 1             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Drug/Alcohol Testing Protocol                                                   |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 09-01-2018<br><b>DATE REVIEWED:</b> 05-30-2024 |                                        |

**STANDARD:**

Agencies shall have written policy, procedure, and practice requiring verification when a client is undergoing medical treatment that requires drug therapy.

Verification shall be documented in the KDOC case management system and in compliance with HIPAA.

**DEFINITIONS:**

None

**DISCUSSION:**

Verification may consist of viewing medical documentation provided by the client.

**REFERENCES:**

K.S.A. 75-5290, *et seq.*

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| <br><b>Kansas</b><br>Department of Corrections<br>Community-Based Services Division<br><br>Community Corrections<br>Adult Intensive Supervision Standards | <b>CHAPTER:</b><br><br>Services                                                                        | <b>STANDARD NO.:</b><br><br>3A-SER-114 |
|                                                                                                                                                                                                                                            | <b>SECTION:</b><br><br>Drug/Alcohol Testing                                                            | <b>PAGE:</b><br><br>1 of 1             |
|                                                                                                                                                                                                                                            | <b>SUBJECT:</b><br><br>Drug/Alcohol Testing Protocol                                                   |                                        |
|                                                                                                                                                                                                                                            | <b>DATE ADOPTED:</b> 09-01-2018<br><b>DATE AMENDED:</b> 09-01-2018<br><b>DATE REVIEWED:</b> 05-30-2024 |                                        |

**STANDARD:**

Agencies shall have written policy, procedure, and practice requiring that a chain of custody form is maintained when a urine sample is being submitted to the laboratory or when confirmation of an on-site test is being requested.

**DEFINITIONS:**

None

**DISCUSSION:**

Established procedures help ensure validity and maintain the integrity of the evidence for future proceedings.

**REFERENCES:**

K.S.A. 75-5290, *et seq.*

NOTE: The standards set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the adult offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or adult offenders, or an independent duty owed by the Kansas Department of Corrections, Community-Based Services Division to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised adult offenders or third parties. This standard is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

## Status of Standards

| Active Standards |             |
|------------------|-------------|
| 1A-ADM-100       | 1E-ADM-501  |
| 1A-ADM-102       | 1E-ADM-501A |
| 1A-ADM-103       | 1E-ADM-502  |
| 1A-ADM-104       | 1E-ADM-503  |
| 1A-ADM-107       | 1E-ADM-507  |
| 1A-ADM-108       | 1E-ADM-509  |
| 1A-ADM-112       | 2A-PRO-100  |
| 1A-ADM-113       | 2A-PRO-101  |
| 1A-ADM-117       | 2A-PRO-103  |
| 1A-ADM-118       | 2A-PRO-105  |
| 1A-ADM-120       | 2A-PRO-107  |
| 1A-ADM-121       | 2A-PRO-108  |
| 1A-ADM-123       | 2A-PRO-111  |
| 1A-ADM-124       | 2A-PRO-112  |
| 1A-ADM-125       | 2A-PRO-113  |
| 1A-ADM-127       | 2A-PRO-120  |
| 1A-ADM-128       | 2A-PRO-122  |
| 1A-ADM-129       | 2A-PRO-123  |
| 1A-ADM-130       | 2A-PRO-124  |
| 1A-ADM-131       | 2A-PRO-125  |
| 1B-ADM-200       | 2A-PRO-126  |
| 1B-ADM-201       | 2A-PRO-127  |
| 1B-ADM-202       | 2A-PRO-128  |
| 1B-ADM-203       | 2A-PRO-129  |
| 1B-ADM-205       | 2B-PRO-200  |
| 1B-ADM-206       | 2B-PRO-201  |
| 1B-ADM-207       | 2B-PRO-202  |
| 1B-ADM-209       | 2B-PRO-203  |
| 1B-ADM-210       | 3A-SER-100  |
| 1C-ADM-300       | 3A-SER-102  |
| 1C-ADM-301       | 3A-SER-103  |
| 1C-ADM-303       | 3A-SER-105  |
| 1C-ADM-304       | 3A-SER-106  |
| 1C-ADM-305       | 3A-SER-107  |
| 1C-ADM-306       | 3A-SER-108  |
| 1D-ADM-402       | 3A-SER-109  |
| 1D-ADM-403       | 3A-SER-110  |
| 1D-ADM-404       | 3A-SER-112  |
| 1D-ADM-406       | 3A-SER-113  |
| 1E-ADM-500       | 3A-SER-114  |

| Inactive Standards |            |
|--------------------|------------|
| 1A-ADM-101         | 2B-PRO-205 |
| 1A-ADM-105         | 2B-PRO-206 |
| 1A-ADM-106         | 2B-PRO-207 |
| 1A-ADM-109         | 2B-PRO-208 |
| 1A-ADM-110         | 2B-PRO-209 |
| 1A-ADM-111         | 2B-PRO-210 |
| 1A-ADM-114         | 2B-PRO-211 |
| 1A-ADM-115         | 2B-PRO-212 |
| 1A-ADM-116         | 2B-PRO-213 |
| 1A-ADM-119         | 2B-PRO-214 |
| 1A-ADM-122         | 2B-PRO-215 |
| 1A-ADM-126         | 2B-PRO-216 |
| 1B-ADM-204         | 3A-SER-101 |
| 1B-ADM-208         | 3A-SER-104 |
| 1B-ADM-211         | 3A-SER-111 |
| 1C-ADM-302         | 3B-SER-200 |
| 1D-ADM-400         | 3B-SER-201 |
| 1D-ADM-401         | 3B-SER-202 |
| 1D-ADM-405         | 3B-SER-203 |
| 1D-ADM-407         | 3B-SER-204 |
| 1E-ADM-501B        | 3B-SER-205 |
| 1E-ADM-501C        | 3B-SER-206 |
| 1E-ADM-501D        | 3B-SER-207 |
| 1E-ADM-504         | 3B-SER-208 |
| 1E-ADM-505         | 3B-SER-209 |
| 1E-ADM-506         | 3C-SER-300 |
| 1E-ADM-508         | 3C-SER-301 |
| 2A-PRO-102         | 3C-SER-302 |
| 2A-PRO-104         | 3C-SER-303 |
| 2A-PRO-106         | 3C-SER-304 |
| 2A-PRO-109         | 3C-SER-305 |
| 2A-PRO-110         | 3C-SER-306 |
| 2A-PRO-114         | 3C-SER-307 |
| 2A-PRO-115         | 3C-SER-308 |
| 2A-PRO-116         | 3C-SER-309 |
| 2A-PRO-117         | 3C-SER-310 |
| 2A-PRO-118         | 3C-SER-311 |
| 2A-PRO-119         |            |
| 2A-PRO-121         |            |
| 2B-PRO-204         |            |