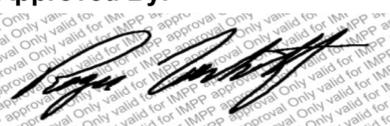


# KANSAS DEPARTMENT OF CORRECTIONS

 <p><b>INTERNAL MANAGEMENT POLICY AND PROCEDURE</b></p>	<b>SECTION NUMBER</b>  <b>10-141D</b>	<b>PAGE NUMBER</b>  <b>1 of 3</b>
	<b>PROGRAMS AND SERVICES: Job Readiness Offender Resource Rooms</b>	
<b>Approved By:</b>  Secretary of Corrections	<b>Original Date Issued:</b> <span style="float: right;"><b>02-13-19</b></span>	
	<b>Replaces Version Issued:</b> <span style="float: right;"><b>N/A</b></span>	
	<b>CURRENT VERSION EFFECTIVE:</b> <span style="float: right;"><b>02-13-19</b></span>	

<b>APPLICABILITY:</b>	<input type="checkbox"/> <b>ADULT Operations Only</b>	<input type="checkbox"/> <b>JUVENILE Operations Only</b>	<input checked="" type="checkbox"/> <b>DEPARTMENT-WIDE</b>
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## POLICY STATEMENT

The Kansas Department of Corrections shall, at its discretion, establish resource rooms and provide access to Information Technology (IT) in resource rooms made available to the offender population to support reentry planning and job readiness. The Chief Information Officer (CIO) shall ensure security measures are in place to limit access and ensure offenders do not access information, persons or sites which are inconsistent with public safety. The process for establishing and managing resource rooms are set out in this policy. Offender access to resource rooms including IT Resources in the resource rooms shall be supervised by KDOC staff.

## DEFINITIONS

Central Office Reentry: The team of reentry staff with statewide responsibilities supervised by the Reentry Director in Central Office.

Chief Information Officer (CIO): The individual within the IT section responsible for defining standard configurations.

Information Technology (IT) Resources: All forms of technology used to create, store, exchange and use information in its various forms. This includes networks, computers, printers, kiosks, software, fax machines, email, computer memory and other points of access.

Job Readiness Offender Resource Room (Resource Rooms): A designated space within a correctional facility where IT resources are available, along with information about potential employment and education opportunities and resources in the community, where offenders can access information and assistance to prepare for reentry, with particular focus on job readiness.

Kansas Criminal Justice Information System (KCJIS): A network linking Kansas Criminal Justice Information systems and other national criminal justice networks, access to which requires compliance with all KCJIS security controls.

KDOC Staff: For the purposes of this IMPP, any full time, part time, temporary, volunteer, contract personnel or anyone else working for and/or providing services for the KDOC.

Statewide Job Readiness Services Manager: A position supervised by the Reentry Director out of Central Office that has oversight of the Job Readiness services for the KDOC including supervising of various Job Specialists.

## **PROCEDURES**

### **I. Establishing and Managing Resource Rooms.**

- A. Resource rooms shall be established and managed by Reentry staff at the facility and shall have oversight for fidelity and quality by the Statewide Job Readiness Services Manager.
  - 1. The Statewide Job Readiness Services Manager shall establish a method for auditing the Resource Rooms that addresses supplies, space, material, equipment, technology, staffing including, use of volunteers and offender workers including necessary skills training for these groups, and accessibility, addressing with the facility R3 Coordinator, Reentry Director, IT Director, and/or facility leadership any areas that are deficient, as needed for correction.
- B. The CIO or designee shall establish an offender server and computers of sufficient quality to store sites which are approved by Central Office Reentry and the CIO or designee for offenders to access in the resource rooms; and to include software needed for resume preparation, letter-drafting, completing skills/interests assessments, and other tools needed for job readiness.
- C. Resource rooms shall be consistent between facilities, with Reentry and IT staff in the facility working together to ensure they are well run and that resources are current and relevant, and that IT equipment is sufficient and functional.
- D. Resource rooms shall have working equipment, current resources, timely and adequate access to printers, and otherwise have the equipment and information needed to be effectively run.
- E. Resource rooms shall be open during set hours when staff can supervise them.
- F. Any offender tutor or volunteer/mentor providing support in resource rooms shall be trained in how to use the equipment and what work should be done in the resource room, including formal skills training and on the job training.

### **II. Purposes of Resource Rooms**

- A. Offenders shall have access to resource rooms including information and IT resources for purposes of:
  - 1. Working on job readiness and general reentry planning, including by
    - a. Updating resumes.
    - b. Practicing completing applications.
    - c. Mock interviews.
    - d. Developing sustained employment plans, including assessing for job readiness including career/interests assessments.
    - e. Job searching/contacts.
    - f. Accessing resources about job training.
    - g. Accessing resources about housing.
    - h. Working with mentors and/or staff on job seeking and job readiness.

## II. General Requirements

### A. Security.

1. The CIO or designee shall develop a plan to ensure that any IT Resources available to offenders in the resources rooms are secure.
2. Under no circumstances shall any offender have access to the Kansas Criminal Justice Information System (KCJIS) or KDOC intranet.
3. Offenders may use personal email accounts to post job application to approved sites prior to release, or to complete WorkKeys if provided in the resource room.
  - a. At no time will an offender have access to their personal emails while in the resource room. Rather, if a personal email is used, the offender will have to access the information either through someone in the community or after release.
  - b. KDOC staff responsible for supervising the resource room may (in their discretion, workload permitting) establish a generic email address through IT for information being sent or received from a potential employer or provider related to job readiness, with only KDOC staff having access to the email address.
4. Misuse or abuse of the IT Resources in the resource rooms by offenders is covered by KAR 44-12-208 (misuse of state property).

### B. No right to privacy.

1. Offenders shall have no expectation of privacy for any information revealed in the course of the offender accessing or using IT Resources in the resource rooms, or resource rooms in general.

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

### REPORTS REQUIRED

None.

### REFERENCES

KAR 44-12-208

### ATTACHMENTS

None.