



KANSAS DEPARTMENT OF CORRECTIONS

	INTERNAL MANAGEMENT POLICY AND PROCEDURE	SECTION NUMBER 10-136	PAGE NUMBER 1 of 3
		SUBJECT: PROGRAMS AND SERVICES: Development of Pre-Release Risk Reduction & Reentry Programs and Services, and Placement or Participation of Offenders in those Programs and Services	
Approved By:  Acting Secretary of Corrections		Original Date Issued: 07-15-91	
		Current Amendment Effective: 12-31-10	
		Replaces Amendment Issued: 11-07-05	

POLICY

Offender selection for and participation in the Department's pre-release risk reduction and reentry programs or services shall be based upon the Offender's Level of Risk, risk profile, custody level, time from release, ability to transfer to the facility where the program or services are located, and any other relevant factors. Program completion shall be determined based upon the design of the program or services, and the offender's participation in the programs or services shall be documented in OMIS and/or TOADS and the offender's case plan.

DEFINITIONS

Pre-Release Risk Reduction & Reentry Program or Services: A program or set of services a] that includes intense focused classes, case management, or a combination of the two; and b] that is based on the principles of risk reduction. These programs and/or services possess (but are not necessarily limited to) the following set of characteristics:

- 1) They target high risk offenders;
- 2) They include classes that target criminogenic areas;
- 3) Offenders receive intense doses of interventions that target their risk/need profile;
- 4) They include a specific mechanism for referral by case managers to support the offender's risk reduction case plan;
- 5) They have specific objectives that are tied to risk reduction;
- 6) They have specific performance measures tied to risk reduction;
- 7) They include data collection and analysis to determine whether objectives and performance measures are met;
- 8) They include a specific method for identifying offenders in the system that are eligible for either program participation or to receive services, and for implementing the recruitment and screening of those referrals that target high risk offenders;
- 9) They address responsivity, and include strategies for both determining offender readiness and engaging the offender effectively and actively in the process; and,
- 10) They include a specific method for engaging the offender's case manager so that the case manager is informed of the offender's progress, and is in contact with those who teach the classes or provide the services so that the classes or services are part of the offender's overall case management and case plan.

PROCEDURES

I. Developing a Pre-Release Risk Reduction & Reentry Program or Services

- A. When developing a pre-release risk reduction and reentry program or services, a written plan shall be prepared and processed in accordance with IMPP 10-137.

II. Pre-Release Risk Reduction & Reentry Program Recommendation Criteria

- A. Offenders shall be recommended for participation in a Pre-Release Risk Reduction & Reentry program or services based upon the Offender's level of risk and the Offender's risk reduction case plan. Placement or participation in a specific program or services shall be recommended if:
 - 1. The Offender has sufficient time to serve to complete the specific program or receive the services recommended;
 - 2. The Offender has an LSI-R[©] score of 32 or higher, or the case manager otherwise can articulate why the Offender's level of risk is high enough to warrant participation;
 - 3. The location of the program or services is within ninety minutes of the county to which the Offender is scheduled to release, if the program or services includes as a component connection to the community where the offender will live upon release;
 - 4. The program or services is/are consistent with the Offender's risk reduction case plan, and best fits the priorities of the plan compared to other available programs and services; and,
 - 5. The Offender is or can be at the custody level required, and otherwise is eligible for transfer to and placement at the facility where the program or services is/are located.
- B. Whether or not an offender's program agreement indicates Pre-Release Risk Reduction & Reentry programs or services, an offender can be referred to such programs or services for consideration.
- C. A referral form shall be completed for any offender who is considered a likely candidate for the Pre-Release Risk Reduction & Reentry program or services.
 - 1. The referral form shall be completed by the offender's unit team counselor, and forwarded to the unit team manager of the unit where the offender is housed.
 - 2. The unit team manager shall review the referral form, make any recommended changes, and determine whether to forward it to the program director of the Pre-Release Reentry program for screening.
 - 3. The referral shall include the following information:
 - a. LSI-R score and profile;
 - b. A description of why the Pre-Release Risk Reduction & Reentry program or services meets the offender's risk reduction needs, and fits with the offender's risk reduction case plan and current progress in that plan;
 - c. A description of why the offender should be given priority at the facility where s/he seeks to enroll in the Pre-Release Risk Reduction & Reentry program or participate in services;
 - d. A description of what courses within the program the offender needs to participate in based upon his/her risk profile and risk/need areas; and,
 - e. A description of how the case manager assigned to the offender will receive feedback about and participate in an assessment of the offender's progress in the program.

III. Transfer of Offenders to Participate in Pre-Release Risk Reduction & Reentry Programs or Services

- A. Offenders should be scheduled for transfer to a facility where a Pre-Release Risk Reduction & Reentry program or services is/are located, with sufficient time to complete the program, in light of the offender's release or parole eligibility date.

- B. If the offender cannot be transferred to a facility where a Pre-Release Risk Reduction & Reentry program or services is/are located, the Offender's case manager shall consider alternatives to meeting the offender's case planning needs.

IV. Placement In and Removal From Pre-Release Risk Reduction & Reentry Programs or Services

- A. Before an Offender participates in any pre-release risk reduction or reentry programs or services, the following shall occur:
 - 1. An interview shall occur by a representative of the program or services and/or the offender's unit team counselor to determine the offender's readiness for the program;
 - 2. The offender shall sign whatever agreement is required by the program or service reflecting his/her willingness to participate, an understanding that s/he has no due process right to participate, and an understanding that participation is voluntary on the offender's part, but that if the offender agrees to participate, s/he must fully participate;
 - 3. The offender shall sign an agreement reflecting his/her understanding that if for some reason s/he loses custody or otherwise becomes ineligible to continue at the facility and participating in the program or services, participation will be terminated, without any hearing, review or other form of due process; and,
 - 4. In appropriate cases, victim services shall be notified, so that whatever notification to victims is required will occur.
- B. An offender may be transferred to a different facility if the offender's termination from a pre-release risk reduction and reentry program or services gives rise to the need for such a transfer.
- C. All transfers for pre-release risk reduction and reentry programs or services, either for placement of an offender in a program or services, or for return of an offender upon his/her termination from a program or services, shall be arranged through the KDOC Classification Administrator, in accordance with IMPP 11-103.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities who 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 considered to be compliant with all applicable Federal statutes and/or regulatory requirements. 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

None.

ATTACHMENTS

None.