



# INTERNAL MANAGEMENT POLICY & PROCEDURE

**Applicability:** ☒ Adult Operation Only ☐ JUVENILE Operations Only ☐ DEPARTMENT-WIDE

IMPP #: 14-108A

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## PAROLE SERVICES: Processing of Direct Placement to Parole Release Supervision

Original Date Issued: 05-14-15 Replaces IMPP Issued: 02-25-19 **CURRENT EFFECTIVE DATE: 06-13-23**

Approved By: , Secretary Next Scheduled Review: 02/2026

### POLICY

Offenders who are sentenced to KDOC and post-release supervision directly from a Court shall be processed for admission to the KDOC system without being transported to a KDOC facility, as coordinated by the Sentence Computation Unit (SCU) Manager or designee.

Admission to KDOC shall occur promptly after staff become aware that an offender has been sentenced directly to post release or will be a Direct Jail Release. Parole Officers shall make contact with the offender and initiate supervision services in a manner that allows for a positive transition from custody to the community and KDOC supervision.

### DEFINITIONS

Direct Court Placement: An offender who is sentenced directly to post-release supervision by a Court without first being admitted to a KDOC facility.

Direct Jail Release: An offender who is released from jail and placed on post-release supervision in lieu of being transported to a KDOC facility as allowed by criteria established by the Secretary of Corrections and Sentence Computation Unit.

Post-Release Supervision: Refers only to the supervision of offenders released as the result of Sentencing Guidelines.

Sentence Computation Unit (SCU): KDOC staff who are responsible for the evaluation, computation and application of sentences for offenders who are sentenced to the KDOC.

### PROCEDURES

#### I. Processing of Offenders Directly Sentenced to Post-Release Supervision

- A. If a parole staff member receives information from a Court, offender or offender's representative indicating that an offender has been sentenced directly to post-release supervision by the court, the staff member receiving the information shall relay it to the Parole Supervisor. The Parole Supervisor shall:
  1. Notify the SCU of the case, the offender's name, KDOC number (if applicable), sentencing court(s), and case number(s).
  2. Assign a parole officer to the case.

- B. Upon learning of the case, the SCU shall take the following actions:
1. Contact the Court or entity that originally provided information that the offender was sentenced directly to post-release supervision to confirm the court's direction and obtain the case number(s) involved.
  2. Obtain copies of the following documents:
    - a. The Complaint or Affidavit;
    - b. Journal Entry of Sentencing;
    - c. Probation Revocation Order (if applicable);
    - d. Pre-Sentence Investigation Report; and,
    - e. Other related journal entries or court documents.
  3. Assign a KDOC number, compute the sentence and make the necessary entries in OMIS and Athena.
  4. Notify the parole supervisor for the geographic area where the offender resides to advise that supervision needs to be initiated.
  5. Notify the parole designee and request that a release certificate be created for the offender in Athena.
    - a. The parole designee shall create the release certificate in Athena and notify the notify the assigned Parole Officer and/or Parole Supervisor when it is available.
- C. After the sentence has been verified by the SCU, the assigned parole officer shall arrange an interview with the offender and initiate supervision in accordance with IMPP 14-104A.
1. The parole officer shall review information contained in Athena, if available, for any supervision information.
  2. If the offender has been under the supervision of Community Corrections or Court Services staff, the assigned parole officer may request information from the supervising agency including supervision notes and any additional information relevant to supervision of the offender.
- D. After the Release Certificate has been signed by the offender, the parole officer shall scan and upload the electronic copy to the offender's record in Athena.
1. The following naming format shall be used for Release Certificates being placed in Athena: Last Name, First Initial, Number, Release Certificate. For example, "Smith, J. 2100012345 Release Certificate"

## **II. Processing of Offenders Directly Placed on Post-Release Supervision from Jail**

- A. Probation violators and offenders who are in a local jail and meet designated criteria may be placed directly to post-release supervision in lieu of transport to a KDOC facility, if determined eligible by the Sentence Computation Unit (SCU) Manager or designee.
1. If parole staff receives a request from a jail to directly place an offender on post-release supervision in lieu of admission to a KDOC facility, the staff person receiving the request shall notify the SCU Manager.
- B. Upon receiving a request for KDOC admission directly from a jail, the SCU will review the request

to evaluate the offender's sentence and determine if the offender's prison portion of the sentence has been satisfied, the circumstances of the case and if the offender should be release to post-release supervision.

- C. If the offender meets the criteria for direct release from jail and is required to serve a period of post-release, the SCU shall;
1. Create an admission in Athena and OMIS, assign a KDOC number, compute the sentence and make the necessary computer entries, including creation of a good time log.
  2. Contact the parole office staff for the geographic area where the offender resides to advise that the offender will be released to PRS and an interview with the offender is necessary prior to his/her release from custody.
  3. Notify the parole designee and request that a release certificate be created for the offender in Athena.
    - a. The parole designee shall create the release certificate in Athena and notify assigned Parole Officer and/or Parole Supervisor when it is available;
  4. Notifying Victim Services, if applicable; and
  5. Sending a letter of release to the jail.
- D. The assigned parole officer will ensure that an interview with the offender occurs promptly and no later than three (3) business days after the notification from SCU staff.
1. When possible, the parole officer should provide advance notice to the SCU of the planned date of the offender interview so that computer entries can be made by the SCU in a timely manner.
- E. During the interview with the offender, the parole officer shall:
1. Advise the offender that he/she will be released from custody and placed on post-release supervision.
  2. Provide the offender with a copy of the Certificate of Release or, if it isn't available, a copy of the conditions of supervision. (Attachment A of IMPP 14-110A).
    - a. The Certificate or conditions document should be reviewed with the offender and a signed copy retained for KDOC records.
    - b. If the Conditions of Supervision are provided in lieu of a Release Certificate, advise the offender that a personalized certificate of release will provided after supervision is initiated, which may contain special conditions of supervision.
  3. Discuss residence plan options and any immediate risk or need factors that need to be addressed.
  4. Provide the offender with reporting instructions to be followed upon release from custody.
- F. After the Release Certificate has been signed by the offender, the parole officer shall scan and upload the electronic copy to the offender's record in Athena.
1. The following naming format shall be used for Release Certificates being placed in Athena: Last Name, First Initial, Number, Release Certificate. For example: "Smith, J. 2100012345 Release Certificate."

### **III. Parole Officer Actions After Direct Release to Post Release Supervision**

- A. When an offender is released directly to PRS, the assigned parole officer shall;
1. Meet with the offender and initiate supervision in accordance with IMPP 14-104A.
  2. If not previously available, when the Release Certificate becomes available, the parole officer shall print it and provide it to the offender at the next opportunity.
    - a. Review any Special Conditions that may have been imposed and initiate any action needed in accordance with IMPP 14-110A.
  3. Contact Central Inmate Banking to advise of the offender's status and determine the offender's eligibility for gate money.
  4. Ensure that a photo is taken of the offender and entered into PictureLink or other designated system.

### **IV. This IMPP must serve as final policy in all departmental facilities, and no General Orders shall be developed or implemented on this subject.**

**NOTE:** The policy and procedures set forth herein are intended to establish directives and guidelines for staff, residents, and residents and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees, residents, or residents, or an independent duty owed by the Department of Corrections to employees, residents, residents, 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**

None.

#### **REFERENCES**

IMPP 14-104A, 14-110A

#### **HISTORY**

05-14-15 Original  
02-25-19 Revision 1  
06-13-23 Revision 2

#### **ATTACHMENTS**

None.