

# KANSAS DEPARTMENT OF CORRECTIONS

 Kansas Department of Corrections	<b>INTERNAL MANAGEMENT POLICY AND PROCEDURE</b>	<b>SECTION NUMBER</b>  14-108A	<b>PAGE NUMBER</b>  1 of 4
		<b>PAROLE SERVICES: Processing of Direct Placement to Parole Release Supervision</b>	
<b>Approved By:</b>  Secretary of Corrections		<b>Original Date Issued:</b> 05-14-15	
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<b>APPLICABILITY:</b>	<input checked="" type="checkbox"/> <b>ADULT Operations Only</b>	<input type="checkbox"/> <b>JUVENILE Operations Only</b>	<input type="checkbox"/> <b>DEPARTMENT-WIDE</b>
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## POLICY STATEMENT

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.

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.

Parole staff responsible for the geographic area in which the offender resides shall work cooperatively with the SCU and any other agencies involved to assist with information gathering and the transition of the offender to post-release 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 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:** 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. Upon receipt of 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 OMIS entries.
- C. When 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. 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.
    - a. The parole officer shall review information contained in TOADS, if available, for determination of any additional supervision information.

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

- A. 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 contact the parole office staff by email 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.
- D. The 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 conditions of supervision (Attachment A of IMPP 14-110A).
    - a. The conditions should be reviewed with the offender and a signed copy retained for KDOC records.
    - b. Advise the offender that a personalized certificate of release will be issued by the Prisoner Review Board and 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. The parole officer shall email a copy of the conditions of supervision which are signed by the offender to the SCU so that they can be placed in the offender's imaged records.
- G. The SCU is responsible for
1. Creating a master record in OMIS;
  2. Assigning a KDOC number;
  3. Notifying the PRB that a release certificate needs to be created in TOADS;
  4. Notifying Victim Services, if applicable;
  5. Sending a letter of release to the jail; and
  6. Creating the necessary movement records.
  7. Creating a Good Time Log, if applicable.

### **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. When the Release Certificate created by the PRB 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.

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

#### **REPORTS REQUIRED**

None.

#### **REFERENCES**

K.S.A 75-5220  
IMPP 14-104A, 14-110A

#### **ATTACHMENTS**

None.