
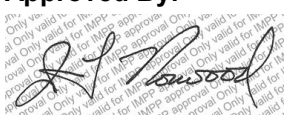


# KANSAS DEPARTMENT OF CORRECTIONS

 <p><b>INTERNAL MANAGEMENT POLICY AND PROCEDURE</b></p>	<p><b>SECTION NUMBER</b></p> <p><b>14-109A</b></p>	<p><b>PAGE NUMBER</b></p> <p><b>1 of 2</b></p>
	<p><b>SUBJECT:</b></p> <p><b>PAROLE SERVICES: Availability of Supervision Services</b></p>	
<p><b>Approved By:</b></p>  <p style="text-align: center;"><b>Secretary of Corrections</b></p>	<p><b>Original Date Issued:</b> <span style="float: right;"><b>03-28-18</b></span></p> <p><b>Replaces Version Issued:</b> <span style="float: right;"><b>N/A</b></span></p> <p><b>CURRENT VERSION EFFECTIVE:</b> <span style="float: right;"><b>03-28-18</b></span></p>	

<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**

Parole Directors shall ensure that parole staff are available to provide supervision services during business hours and shall develop a system for after-hours response to designated emergencies. Parole staff shall take action that is necessary to affect a prompt and appropriate response when the need for supervision services arises. Offenders shall be made aware that supervision services are available and shall be informed of methods for contacting staff and obtaining assistance. (APPFS 4-APPFS-2A-15)

**DEFINITIONS**

Initial Personal Interview - Face-to-face contact by parole officer/intake officer and offender for the purpose of explaining rules and reporting procedures. Includes notification process for accessing supervision services.

**PROCEDURES**

**I. Availability of Supervision Services**

- A. Parole staff shall be available to provide supervision services to offenders during business hours. Evening and weekend work may be approved by the Parole Director or designee.
- B. An emergency contact procedure shall be developed so that parole staff are available to respond to designated, urgent needs that arise outside of business hours.
  - 1. The Duty Officer process may be utilized for providing after-hours services, as designated in IMPP 14-147.
- C. When a parole officer is on authorized leave, the parole supervisor or designee shall arrange to provide supervision to the officer's assigned offenders.

**II. Provision of Services**

- A. During the initial personal interview, the offender shall be provided with the parole officer's business card citing the parole office telephone number, and methods for accessing supervision services, in accordance with IMPP 14-104A.
- B. If a parole officer must respond after normal working hours, he/she shall provide documentation of the event to the parole supervisor at the beginning of the next workday or in accordance with other local procedure.

- C. Duty Officer procedures, responses and documentation methods shall be in accordance with IMPP 14-147.

**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. 75-5216  
IMPP 14-104A, 14-147  
APPFS 4-APPFS-2A-15

### **ATTACHMENTS**

None.