
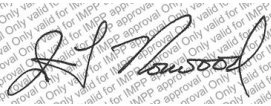


KANSAS DEPARTMENT OF CORRECTIONS

 INTERNAL MANAGEMENT POLICY AND PROCEDURE	SECTION NUMBER 14-116A	PAGE NUMBER 1 of 4
	SUBJECT: PAROLE SERVICES: Development and Utilization of Community Resources	
Approved By:  Secretary of Corrections	Original Date Issued: 09-20-17	
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APPLICABILITY:	<input checked="" type="checkbox"/> ADULT Operations Only	<input type="checkbox"/> JUVENILE Operations Only	<input type="checkbox"/> DEPARTMENT-WIDE
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POLICY STATEMENT

Parole Services staff shall maintain a cooperative working relationship with public and private service agencies and shall support efforts to develop community resources which can provide services and/or appropriate leisure time programs and activities available to offenders. (APPFS 4-2D-03, 4-1A-03) Parole staff shall support efforts of community agencies to assist all offenders, especially those which provide vocational, educational, and employment assistance, financial assistance, and community recreational opportunities.

DEFINITIONS

None.

PROCEDURES

I. Relationships with Community Service Agencies

- A. All parole officers shall strive to establish and maintain a professional reciprocal relationship with available public, private, and contractual community service resources.
 - 1. Direct contact with the community resources and/or their liaison staff by the parole officer (or liaison officer, if applicable) shall be maintained to ensure a mutually beneficial relationship that includes communication, support for the offender and collaborative problem-solving efforts.

II. Community Resources

- A. An inventory of community agencies which provide financial and other assistance to offenders shall be readily accessible to field staff.
 - 1. The information shall be available for staff through the internal sharing of resources, the internet and intranet, and/or provided directly from the community resource.
 - 2. Information for offenders may be shared using a variety of methods including, but not limited to office bulletin boards, lobby distribution systems, and by parole staff sharing relevant resources that are located on the internet or from other internal sources.

3. There shall be continuous effort to locate and develop collaborative working relationships with community agencies and resources who can assist offenders and help promote public safety. (APPFS 4-1A-02)

III. Identification of Offender Needs

- A. Referrals to community resources shall be primarily based upon the following:
 1. The results of the offender risk/needs assessment;
 2. Special conditions imposed by the releasing authority or the parole officer;
 3. Availability/accessibility of community resources; and/or,
 4. Parole officer assessment of offender needs.
 5. The need for basic necessities such as food, shelter or clothing.

IV. Community Resources Information and Referral

- A. Offenders shall be informed as to the availability of social, economic, educational, and therapeutic resources and services in the community as the need arises.
 1. Equal access to information and referral to community resources shall be provided to both male and female offenders.
- B. The parole officer shall refer the offender to contracted KDOC services if available. If not available, the parole officer shall assist the offender, as necessary, in determining the requirements and application for entrance to available community service resources.
- C. If referred to a program or service, the parole officer, or liaison parole officer (if applicable) shall monitor the offender's participation. Monitoring shall consist of, but not be limited to:
 1. Encouraging the offender to participate in identified programmatic needs;
 2. Encouraging the offender to participate in constructive and acceptable leisure time programs and activities available in the community; and/or,
 3. Cooperating with the program provider staff and ensuring on going communication to facilitate participation.
 4. Responding to questions, problems or needs that arise and working to resolve them.

V. Employment and Education Referrals

- A. Offenders without employment may be referred to internal employment assistance staff or local agencies who can assist with employment search efforts. Those resources may include but are not limited to; (APPFS-2D-02)
 1. Local newspaper classified advertisements;
 2. Office bulletin board(s);
 3. Temporary employment agencies;
 4. Labor unions;
 5. Private sector businesses;

6. Community Action and Self-help groups;
 7. The area Workforce office and/or job fairs; and/or,
 8. Internet based resources and job search companies.
- B. Offenders who need or want to enhance their education or work skills, may be referred for educational programs or vocational training. (4-APPFS-2D-03)

VI. Financial Assistance

- A. Parole staff shall be aware of agencies able to provide financial assistance to offenders and shall make referrals as needed.
- B. When community agencies are not available to provide financial resources needed by an offender, parole staff should refer to IMPP 04-102A to determine if the use voucher funds are appropriate.
- C. As available, funding may be provided by KDOC for offenders who encounter a temporary situation requiring financial assistance. Such situations may include, but shall not be limited to:
1. Funds for temporary housing;
 2. Food and/or clothing (if they cannot otherwise be secured from local community services agencies);
 3. Transportation expense; and/or,
 4. Minor temporary medical expenses.
 - a. Prior to accessing or committing to the use of such funds, the parole officer shall staff the case with the parole supervisor and parole director or deputy director to obtain authorization for the use of funds.
 - b. If funds are approved, the parole officer shall ensure that the service provider is willing to bill the KDOC for services rendered, and then make any arrangements needed to facilitate the process.
 - c. Statements from the vendor for services rendered shall be submitted to the Central Office Fiscal Services section for payment.
 - d. The parole officer shall document the assistance given and rationale in contact notes.

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

APPFS 4-1A-03, 4-2D-01, 4-2D-02, 4-2D-03

ATTACHMENTS

None.