



# INTERNAL MANAGEMENT POLICY & PROCEDURE

Applicability:  ADULT Operations Only  JUVENILE Operations Only  DEPARTMENT-WIDE

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IMPP #: 14-117A

PAGE #: 1 of 9

PAROLE SERVICES: Supervision Standards

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Approved By: 

, Secretary Next Scheduled Review: 09/2024

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## POLICY

Supervision standards are guidelines for carrying out effective supervision for offenders released under parole, conditional release, post-release, and interstate compact supervision. Supervision standards are designed to enable parole officers to supervise offenders according to their assessed risk for re-offending, and to assist offenders in making a successful transition back into the community. Supervision standards are aimed at providing more intensive supervision of and services to offenders presenting higher risk/needs. Offenders who present a lower risk to reoffend receive a lesser level of supervision. Supervision standards are also aimed at ensuring that the case plan, developed per IMPP 14-113A, is carried out, and that all offender and third-party contact is made. Supervision standards enable the parole officer to know what the offender is doing in the community in order to monitor progress, respond to high-risk behavior and address criminogenic needs; and to provide the means for carrying out a case plan that will assist in the successful reintegration of the offender; all as means of advancing public safety and reducing victimization.

The supervision standards in this policy are minimum standards. Nothing prevents a parole officer from making more contact when it is necessary to do so in order to carry out the case plan or address needs related to employment, housing, treatment, family counseling, or other reintegration or risk-reducing issues. The emphasis is on the contact being targeted and goal-driven, ensuring that the contact is relevant to the assessed criminogenic risk and need of the offender, which is to also drive the case plan. No contacts are to be made just for the sake of contact; instead, contacts are to be the means of interacting with the offender in a targeted, relevant way, to reduce crime-producing behavior and encourage law-abiding behavior.

The assigned parole officer is responsible to ensure that contacts are made with offenders according to this policy. However, contacts with or about offenders, and efforts toward supervision standards, may be made by the parole officer, other department staff, authorized KDOC volunteers, interns, or community partners. All contacts are to be documented, and are to indicate who conducted the contact, if other than the assigned Parole Officer.

## DEFINITIONS

**Administrative:** Documentation of miscellaneous information pertaining to the offender, such as case staffing with a supervisor, contact with interstate compact staff, checking jail sheets, contact with facility requesting information, any correspondence pertaining to employment or third party notification, etc.).

**As Needed:** The contact is necessary to carry out a goal or task set out in the case plan; to intervene when a parole officer learns of an offender's high risk, anti-social, relapse or other; when a contact is necessary to encourage, recognize or reward an offender when a parole officer learns of an offender's pro-social behavior, or that the offender has accomplished a significant goal or otherwise engaged in a particularly noteworthy positive behavior; when the contact is necessary to address a concern of a community member that relates to the progress or activity of an offender relevant to his/her case plan and reintegration efforts; and it means when the contact is necessary to take specific steps to address and reduce an assessed criminogenic high risk/need area of the offender.

**Collateral Contact:** Any form of communication by the parole officer or approved designee with an agency or person who provides information regarding the offender which is pertinent to the offender's supervision.

Contact Sub-type: Names given to describe the specific types of contacts or activities that fall under the three main areas of personal, collateral, and administrative. The sub-types and definitions are provided in Attachment B.

Criminogenic Needs: Those attributes of offenders that are directly linked to criminal behavior.

Employer: A person/business that pays the offender wages or salary to perform work, or is expected to be of, more than one (1) day duration. When the offender gains temporary employment through a temporary employment agency, the employment agency is to be the offender's employer.

Employment: Work which is of or expected to be of more than one (1) day duration and is compensated by salary or wages. Employment is to include full-time, part-time, and temporary work for which the offender receives a salary or wages.

Need: The requirement for some type of intervention to reduce the risk for additional criminal behavior.

Multidisciplinary team (MDT): Professionals who represent an agency or program and are involved in providing services or support to an individual under the supervision on KDOC and meet and collaborate and identify areas of focus for case management. The MDT process encourages regular communication and the consideration of all perspectives. Collateral sources and the offender may be invited to attend MDT meetings, as appropriate.

For the Sexually Violent Predator process, MDT refers to professionals selected by the Secretary of Corrections from a variety of state and private sources for the express purpose of assessing whether or not an individual in KDOC custody meets the definition of a sexually violent predator.

Personal contact: Any direct contact with the offender conducted by a parole officer or approved designee whether in the office, at the offender's residence or employment, or at any other location in the community. Virtual/video and electronic communication that meets established criteria are considered a personal contact. A contact is considered an "in person" contact when the meeting occurs while the staff person and offender are in the same physical location.

Risk: The potential for the offender to participate in new criminal behavior.

Verification: Reasonable evidence that an act or condition occurs or exists.

## **PROCEDURES**

### **I. CLASSIFICATION AND SUPERVISION**

- A. The parole officer is to determine the level of supervision of an offender using an approved classification tool in accordance with IMPP 14-111A.
- B. The classification process determines an offender's risk/supervision level and the supervision standards that apply.
- C. A case plan is to be developed for each offender according to IMPP 14-113A, which guides the content of contacts with offenders. The contacts made under this policy shall be consistent with and for the purpose of carrying out the case plan, addressing barriers to progress, and implementing strategies for the reduction of risks and needs.

### **II. TYPES OF CONTACTS AND VERIFICATIONS**

- A. Personal Contacts
  1. Personal contacts with offenders provide an opportunity for the parole officer to role model and serve as a change agent with the offender. Parole officers are to become familiar with cognitive interventions to be implemented in one-on-one personal contact with offenders, and to use personal contact opportunities to effectuate change in offenders.
  2. Personal contacts provide an opportunity to address progress made by the offender, to reward, encourage and recognize progress, and to otherwise provide the offender with positive feedback if/when appropriate.

3. Personal contacts may include office based, home and community contacts, group reporting sessions or programmatic contacts, work done by parole staff or volunteers which could address such issues as employment preparedness, cognitive training, family issues, financial issues, life skills, or other issues which pertain to criminogenic risk/needs or transitional/reintegration needs. Personal contacts are to occur in person except where virtual or video contacts have been allowed as an alternative.
4. Home and community contacts may be scheduled or unannounced. Unscheduled or unannounced contacts are not to be made in a manner that jeopardizes the offender's sustained residency, employment, or involvement with a specific program or agency.
5. Parole officers are to use strategies for the supervision of offenders that ensures offenders are not required to unduly take time from work or educational programs to make contact with the parole officer.

**B. Collateral Contacts and Verifications**

1. Collateral contacts are expected to verify offender residence, employment, and to gain information regarding risks, needs, treatment, program participation or other factors.
2. Contacts made to verify employment, employer notification or training are to be done in a manner that encourages, enables and assists the offender in gaining or maintaining employment, and that is not disruptive to sustained employment. An exception may be made if a specific, objective conclusion has been made that the offender's current employment is creating a public safety risk and the employment needs to be terminated.
3. In making contact with employers, the parole officer is to provide information about case management strategies in general, about the offender at issue specifically, and otherwise make him/herself available to employers, to facilitate and enhance the employability of offenders in appropriate cases.
4. Contacts with schools or educational service providers are to be made in a way that supports the offender's educational endeavor and does not inspire an undue level of concern. The parole officer is to provide general information about case management strategies and offer information and assistance, as needed, to assist with the offender's success in the community.
5. Parole officers are to make contact with program providers to share/compare information about progress regarding the offender, to ensure that the program provider is aware of the case plan and that the program activity is consistent with and supportive of the case plan and conditions of supervision.
6. Parole officers are to use strategies related to offender's residence plans that address the offender's need for stable housing, and address safety issues related to domestic violence and in a manner that ensures the offender has housing that is safe to him/her and to the community.
7. All contacts related to verification of residence, programs or employment are to be done consistent with the level of risk/need in the related dimension. Lower risk/needs scores may allow for a lesser level or less intense means of verification.

**III. VERIFICATION METHODS**

- A. The verification of offender employment, residence, program status and other information is integral to effective supervision and is to occur on a regular basis.
- B. Verification of employment/training may be accomplished by the offender's submission of pay stubs, by telephone or mail contact with the employer/school authorities, by personal contacts with the employer/school, or by the Parole Officer observing the offender in his/her employment.
- C. Residence Verification may be made by home contacts and collateral contacts with associates, landlords, or neighbors. Global Positioning System (GPS) maps or records may be used to verify

residence. The offender producing a rent receipt or lease agreement with his/her name included can be used as a source of verification. Confirmation that the offender received mail correspondence sent by parole staff may also be used as residence verification.

- D. Verification of program participation may be accomplished through contact with the program sponsors in writing, by-telephone, and in person. The observation of an offender in a program or treatment setting may also be used as verification.

#### **IV. DOCUMENTATION**

- A. As contacts are made in accordance with this policy, the parole officer or approved designee is to note the contacts that occur and the offender's progress with the case plan.
- B. All contacts and case activity are to be documented in the offender management system immediately, but no later than five (5) days after the contact or activity occurs.

#### **V. SUPERVISION STANDARDS**

- A. The parole officer or designee is to make the following contacts according to the offender's specified level of supervision (see Attachment A for summary). Additional contacts are to be made as necessary to carry out the case plan or to address needs related to employment, housing, treatment, family counseling, or other reintegration or risk-reducing issues.
- B. The location of contacts is to be determined by the needs of the contact and the circumstances of the case and the individual. In-person contacts do not need to occur in a parole office. Community based contacts are encouraged, as are the collateral contacts and verifications that may accompany them. The content of the contacts is to be the focus, rather than the location or method.
- C. Supervision of various levels is to be carried out under the following specifications:
  - 1. High Supervision Level is to include:
    - a. Three (3) personal contacts per month.
      - (1) Two (2) of the three (3) personal contacts must occur in person. Additional personal contacts may occur by other methods as defined in attachment A.
      - (2) The method of contact and the need for in-person contact is to be determined by the needs of the case. The type of contact used must provide the ability to effectively address needs and meet case management objectives.
      - (3) Factors to consider in determining the type of personal contact to use include; the purpose of the contact and items to be addressed, current risk/needs, the stability of the individual, and a significant change in personal circumstances which may increase the individual's risk.
    - b. Collateral contacts once per month.
      - (1) Collateral contacts are to be made using a variety of sources and methods, to gain information about offender's supervision and progress in different aspects of their lives. Residence providers, treatment providers, social contacts, employers and educational providers are to all be used, if applicable, as sources for collateral contacts during the course of supervision.
    - c. Verification of employment/training once per month.
      - (1) Only initial verification is required for offenders who are retired, disabled or who are not required to work for other reasons.
    - d. Verification of required treatment or programs once per month.

2. Moderate Supervision Level is to include:
  - a. One (1) personal contact per month;
    - (1) The required personal contact must be made in person. Any additional personal contacts may occur by other methods as defined in attachment A.
    - (2) If extenuating circumstances exist which make an in-person contact impossible or impractical, a parole supervisor is to grant approval for an alternative method of personal contact to be used.
  - b. Collateral contacts once per month;
    - (1) Collateral contacts are to be made using a variety of sources and methods, to gain information about offender's supervision and progress in different aspects of their lives. Residence providers, treatment providers, social contacts, employers and educational providers are to all be used, if applicable, as sources for collateral contacts during the course of supervision.
  - c. Verification of employment/training once every three (3) months.
    - (1) Only initial verification is required for offenders who are retired, disabled or who are not required to work for other reasons.
  - d. Verification of required treatment or programs once per month.
3. Low Moderate Supervision Level is to include:
  - a. One (1) personal contact every three (3) months;
    - (1) The method of contact and the need for in-person contact is to be determined by the needs of the case. The type of contact used must provide the ability to effectively address needs and case management objectives.
    - (2) Factors to consider in determining the type of personal contact to use include; the purpose of the contact and items to be addressed, current risk/needs, the stability of the individual, and any significant changes in personal circumstances which may increase the individual's risk to reoffend.
  - b. Offenders are to report and provide information to the parole officer on a monthly basis using an automated telephone reporting system.
  - c. Collateral contacts randomly or as needed;
  - d. Verification of employment/training once every three (3) months.
    - (1) Only initial verification is required for offenders who are retired, disabled or who are not required to work for other reasons.
  - e. Verification of required treatment or programs once every three (3) months.
4. Low Supervision Level (Automated Telephone Reporting) is to include:
  - a. Offenders are to report and provide information to the parole officer on a monthly basis using an automated telephone reporting system.
  - b. Collateral contacts randomly or as needed.
  - c. Verification of employment/training randomly or as needed.

- d. Verification of required treatment or programs randomly or as needed.
- D. Parole officers are to review the automated reporting system caseload alerts on a regular basis, and no less than every five (5) days, to identify any changes or concerns that need to be addressed.
- E. Home Contacts, Residence Verification, and Residence Changes
1. Home contacts are to be completed as a means of verifying residence, understanding offender living conditions and gaining information that will assist in the supervision and reintegration of the offender.
  2. Home Contacts are to be conducted with all offenders within 45 days of their release to community supervision, or after arrival for supervision (or on reporting instructions) via the interstate compact.
    - a. If an offender resides in a shelter or program which does not allow for a home contact during KDOC business hours, the residence may be verified by a collateral contact with the program/residence provider.
  3. When a parole officer becomes aware that an offender has changed residence, a personal contact is to be conducted and the circumstances of the change discussed.
    - a. The officer is to then consider the nature of the change and the circumstances of the case to determine if a home contact is to be conducted, or if other methods of residence verification are sufficient. The response and type of contact are to be commensurate with the circumstances of the case. Changes that are positive, planned and/or support stability may not require a home contact while those that disrupt stability or increase risk are to prompt an additional contact.
    - b. Residence verification, or a home contact, if necessary, is to occur within 45 days to verify the new residence and assess the living environment.
    - c. If an offender is not available for a scheduled home contact, due to unexpected and mitigating circumstances, the parole officer may request that the parole supervisor waive the home contact requirement and allow verification of the new residence to be completed by collateral contact, if the parole officer met with a person at the residence who reliably confirmed the offender's living situation.
  4. Additional home contacts or residence verification may be conducted randomly or as needed.
  5. Home and community contacts may be delayed in cases where staff safety may be at risk by their presence at a specific location.
    - a. Required contacts which are delayed due to safety concerns are to be documented and completed within a time frame established by the Parole Director.
    - b. Parole Directors are to establish safety procedures for conducting home contacts which may include requesting the assistance of a special agent in completing the home contact.
- F. Verification of Offender Registration
1. Where an offender is required to register per the Kansas Offender Registration Act, the parole officer is to verify that the offender registers within 30 days of the registration requirement.
    - a. Verification of offender registration may be made in person, by telephone or by internet via the appropriate Sheriff's Department or the KBI, in person or by internet, or by viewing a copy of a current completed registration form.
    - b. Additional verifications are to be made on a quarterly basis, in conjunction with the months in which the offender is required to update his/her registration information.

- c. Any failure of an offender to register as required is to be addressed per IMPP 14-137A.

## **VI. EMPLOYMENT NOTIFICATION AND VERIFICATION**

- A. All offenders are to be required to verbally notify their employers of their current and past adult felony convictions, excluding expunged convictions. Additionally, any job application submitted by an offender is to be complete and truthful.
- B. Parole officers are to confirm that the offender has notified the employer of his/her criminal convictions within 30 days of becoming aware of the offender's employment status. All adult felony convictions known to the parole officer is to be made known to the employer.
  1. Confirmation that the offender has notified his/her employer of his/her conviction history can be made in person, by phone, or, by mail.
    - a. If confirmation is done by mail the Disclosure of Information by Parole Officer form (Attachment B) is to be used.
  2. Documentation of confirmation that the offender has notified his/her employer of his/her conviction history is to be made in the employment notification section of the offender management system and is to cite all conviction information provided to the employer in the "comment" section.
  3. The manner in which the parole officer confirms the offender has told his/her employer of his/her conviction history is to be in consideration of the assessed risk/need level of the offender and is to be done in a manner that facilitates and does not disrupt the offender's ability to gain safe, sustained employment.
  4. This contact with the employer is to be used by the parole officer as an opportunity to develop relationships with potential employers, make information available to potential employers, and to otherwise enhance the ability of offenders to gain safe, sustained employment.

## **VII. GUIDELINES FOR MULTIDISCIPLINARY TEAMS AND DUAL SUPERVISION**

- A. A multi-disciplinary team approach is to be used for the case management of offenders who are participants in programs, community based behavioral health services or are under the probation/parole supervision of other agencies in addition to KDOC. The multidisciplinary approach is to include ongoing communication and collaboration between the parole officer and case manager/supervision officer/program, both with and regarding the offender, to enhance the offender's supervision and likelihood of success in the community.
- B. In cases of shared case management or shared supervision with a community corrections agency, the assigned parole officer is to maintain primary responsibility for the supervision of the offender and the administrative requirements of the case.
  1. The assigned parole officer is responsible to ensure that appropriate contacts are made with the offender given his/her supervision level. Contacts made by reentry specialists, program providers or community corrections staff and entered in the offender management system may be used toward supervision standards; however, the assigned parole officer must have at least one personal contact monthly with offenders on moderate or high supervision levels.
- C. Regular contact between the parole officer and resource providers are encouraged. At a minimum, monthly contacts are to be made in person or via telephone, to discuss the offender's status and plan for future case activity.
  1. Collaborative efforts are to be made to supervise the offender and assist him/her with transition issues, resource utilization, community support and issues relating to release conditions and requirements.

2. Parole officers and case managers involved are responsible to stay informed about the offender's progress, risk, and needs, and participate in case management and decision making as needed.
- D. When multiple service providers are involved, case plans are to be developed per IMPP 14-113A using a team approach involving the offender, PO, and as applicable, the case manager/service provider.
  - E. As violations occur, parole officers are to consult with other service providers and determine how the violation is to be addressed. Responses to violations are to occur in accordance with IMPP 14-137A.

## VIII. EXCEPTIONS TO SUPERVISION STANDARD REQUIREMENTS

- A. Offenders who are residents of the Larned Sexually Violent Predator program, State Hospitals, Johnson County Community Corrections Residential Center, or Sedgwick County Community Corrections Residential Center are provided with highly structured supervision. Offenders assigned to the Larned Sexually Violent Predator Program are under 24-hour supervision and are restricted to the program site. Due to the structured nature of these programs, parole staff is not to be held to the supervision standards cited in this IMPP with the following exceptions:
  1. Intake procedures pursuant to IMPP 14-104A are to be conducted for any newly released offenders.
  2. Contact is to be made with the offender, by the receiving parole officer, upon acceptance of an offender via intrastate transfer to any of the above-mentioned programs.
  3. After the initial interview/contact has been conducted, a collateral contact is to be conducted at least once monthly to verify offender status.
  4. Parole officers are to be responsible for providing employer notification pursuant to Section VI. of this IMPP and therefore are to request to be notified by residential program staff of offender employment changes.
  5. Parole officers are to be responsible for providing third party notification pursuant to IMPP 14-121A.
    - a. Parole staff is to ensure that the residential centers are notified of any victim issues or other factors that could impact KDOC's requirement to notify third parties, and request that parole staff be notified when circumstances occur that may require parole officer intervention.
  6. Follow-up is to occur immediately upon discovery of violations or change in offender status.
- B. Parole officers are not to be held to supervision standards for offenders confined in a county jail for more than 30 days; however, contacts with the jail staff, Sheriff's department or agency website are to be made monthly to confirm the offender's whereabouts and obtain other information to ensure that continuity of supervision is maintained and that the parole officer is notified when the offender is released.
- C. Contact standards are not applicable to cases in which an interstate compact offender has been assigned to a parole officer in Kansas but has not yet arrived in Kansas for supervision.
- D. The Parole Director may authorize a modification to supervision standards in cases where **and** an offender's verified medical or mental condition severely limits his/her abilities, and the offender's ability to function physically is diminished so that the offender does not pose a risk to the community.
  1. The modification to supervision standards may include a reduction or removal of the requirements for personal and home contacts. A minimum of monthly collateral contacts is to always be required.



- E. During an emergency that is declared by the appropriate authority, modifications to supervision standards may be made by the Deputy Secretary of Juvenile and Adult Community Based Services. Emergencies may include:
1. Pandemic or Statewide Emergency Declaration by the Governor.
  2. Staffing Emergency as declared by the Secretary of Corrections.

**NOTE:** The policy and procedures set forth herein are intended to establish directives and guidelines for staff, residents, 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, residents, or offenders, or an independent duty owed by the Department of Corrections to employees, residents, 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**

IMPP [14-104A](#) [14-111A](#), [14-113A](#), [14-121A](#), [14-137A](#)

#### **HISTORY**

09-16-14 Original

01-21-22 Revision 1

#### **ATTACHMENTS**

<b>Attachment</b>	<b>Title of Attachment</b>	<b>Page Total</b>
A	Contact Requirements	1 page
B	Contact Type Definitions	3 pages
C.	<a href="#">Letter to Employer</a>	1 page

**KANSAS DEPARTMENT OF CORRECTIONS  
PAROLE SERVICES  
SUMMARY OF CONTACT REQUIREMENTS**

<b>Level of Supervision</b>	<b>Contacts Required</b>	<b>Frequency of Contact</b>
High	Personal Contact Collateral Contacts Employment/training verification Program or Treatment Verification	Three (3) per month Once per month Once per month Once per month
Moderate	Personal Contact Collateral-Contacts Employment/training-verification Program or Treatment verification	One per month Once per month Every three (3) months Once per month
Low Moderate	Report via Automated Telephone System Personal Contact Collateral Contact Employment/training verification Program or Treatment Verification	Monthly Once every three (3) months Random or as needed Every three (3) months Every three (3) months
Low	Report via Automated Telephone System Personal Contact Collateral Contact Employment/training verification Program or Treatment verification	Monthly Random or as needed Random or as needed Random or as needed Random or as needed
All	Home Contact	Within 45 days of release or arrival for supervision. Within 45 days of a change in residence.
All	Employer Notification	Within 30 days of employment.
Registered Offenders	Verification of Offender Registration	Within 30 days of the initial registration requirement, then every three (3) months.

**Contact Types and Definitions**

<b>Personal</b>	<b>Collateral</b>	<b>Administrative</b>
Email/Text conversation	Court	Automated Reporting
Employment	EM/GPS Service	Attempted Contact
Field	Employer	Case Staffing
Group Report	Family/Friend	Employment Verification
Home	Law Enforcement	Intervention/Program Verification
Intake/Orientation	MDT/Treatment Team Meeting	Mail/Correspondence
Jail	Registration Verification	Missed Appointment
Office	Service/Treatment Provider	Report by Mail or Phone
Program/Treatment Participation	Other	Release Planning
Telephone		Residence Verification
Virtual/Video		Surveillance
Other		Other

**Personal Contacts**

Personal Contacts are direct contact with the offender conducted by a parole officer, or approved designee, whether in the office, at the offender’s residence or employment, or at any other location in the community. Virtual/video and electronic communication that meets established criteria are considered a personal contact. A contact may be considered an “in person” contact when the meeting occurs while the staff person and offender are in the same physical location.

Email/Text Conversation: A conversation or dialogue that occurs between a staff person and offender, through email or text messaging, where both parties participate in the discussion. A single message sent or received does not constitute a conversation and is to be documented as an administrative contact.

Employment: Face-to-face contact with the offender at his/her place of employment. If contact is made with a person other than the offender at the place of employment, the contact type is “collateral”.

Field: Any face-to-face contact with an offender other than in the office, home, employment location or jail.

Group Reporting: A face-to-face interview with two (2) or more offenders which occurs simultaneously, in a group setting.

Home: Face-to-face contact with the offender at his/her place of residence. If contact is made with a person other than the offender, who is able to provide information regarding the offender, the contact is “collateral”.

Intake: Face-to-face meeting with the offender by the parole officer or intake officer when an explanation of the rules, reporting procedures, etc. is completed.

Jail: Any face-to-face interview with the offender at a detention facility.

Office: A face-to-face interview with the offender conducted by a parole officer or approved designee in the parole office or the PO’s designated work site in the community (Courthouse, Community Corrections office, etc.)

Other: Any brief, informal contact with the offender obtained through observation or personal contact that occurs either in the field or in the office. It does not meet the criteria of a personal contact. (Examples: Observed offender entering McDonald’s as I was driving down Main Street on Saturday morning at approximately 9:20 a.m.; Offender picked up travel permit from secretary; Offender came in to inquire as to the time of his next appointment; etc.)

Program/Treatment Participation: Direct contact that occurs between an offender and a KDOC program/service provider during the course of program or treatment participation.

Telephone: A telephone conversation with the offender whether initiated by the offender or by the officer. Incoming messages taken by other parole staff may also be considered as a telephone contact. Voice mail messages left for staff are not considered a personal contact and is to be documented as an administrative contact.

Virtual/Video: Contact and discussion that occurs between staff and an offender, by phone or computer, and allows visual and audio of those involved and allows for substantive conversation. Applications that may be used to facilitate this type of contact include but are not limited to Zoom, Duo, and facetime.

### **Collateral Contacts**

A collateral contact is any form of communication by the parole officer or approved designee with an agency or person who provides information regarding the offender which is pertinent to the offender's supervision. They may occur through personal conversation, documents or from an electronic notification. Information from an agency website (jail, county or Court) may be considered a collateral contact if information is gained that is specific to the offender and his/her case or circumstances. Reviewing jail booking lists or population rosters does not constitute a collateral contact unless information is gained which indicates the offender was placed in custody. A review of a police report regarding offender activity does constitute a collateral contact. Pay stubs and UA results are not considered collateral contacts.

When documenting a collateral contact, select the subtype that best describes who the person/agency who provided the information:

- Court
- EM/GPS Service
- Employer
- Family/Friend
- Law Enforcement:
- MDT/Treatment Team Meeting
- Registration Verification
- Service/Treatment Provider
- Other

### **Administrative Contacts**

Administrative contacts document miscellaneous information pertaining to the offender and his/her case management, such as attempted contacts, case staffing with a supervisor, contact with interstate compact staff, checking jail sheets, contact with facility requesting information, any correspondence pertaining to employment or third-party notification, etc.).

Attempted Contact: Any type of unscheduled, but unsuccessful attempt to contact the offender. Leaving a telephone message for an offender is considered an attempted contact.

Automated Reporting: A contact made with offender via an automated system, where the offender uses the telephone to verify or provide information to the parole officer. The system may also provide information to the offender using a recorded message.

Case Staffing: A conversation between the parole officer and/or supervisor and other staff or service providers where the needs of the case are discussed and decisions related to case management are made.

Employment Verification: Any information received which verified the employment status of an offender. (Examples—review of pay stubs, during an employment visit, during a collateral contact with an employer, or by observing the offender working at his place of employment.

Intervention/Program Verification: Information that confirms or verifies that an offender is participating in a specific intervention, service or program.

Mail/Correspondence: Any type of mail or email correspondence sent to or received from the offender to include text messages that do not meet the criteria for a personal contact.

Missed Appointment: Indicates that the offender failed to report for a scheduled appointment.

Report by Mail or Phone: This type is for use only by Community Corrections staff.

Registration Verification: The act of confirming that an offender has or has not registered as required by the Kansas Offender Registration Act.

Release Planning: Activities that occur as part of the release planning process.

Residence Verification: Information gained by various means that give the parole officer or designee reasonable assurance that the offender is living at the address given to the parole officer or case manager.

Surveillance: Documentation of planned observation of offender activities.

**Kansas Department of Corrections**  
**LETTER TO EMPLOYER REGARDING CONVICTION HISTORY DISCLOSURE**

Dear Employer,

Date:

Client Name:

DOB:

The above named client is under supervision by the KDOC parole office. The Department of Corrections supervises clients who are released from prison on parole and post release supervision as well as probationers and paroles residing in Kansas who were either placed on diversion or convicted in another state. Diversion clients or probationers will not necessarily have spent time in a prison. We are writing to ask for your support in monitoring this client's behavior as part of his supervision. Also, this letter will give you information about this-client's conviction history so you can make safe and sound decisions about his/her employment and duties. Employment is an important part of the supervision process and ultimately the success of the client. By sharing information, and working together, we can assist this client become a law-abiding, tax-paying citizen.

My contact information is provided below, as well as my supervisor's. We encourage you to make contact with us at any time if you have questions or if we can help address issues about this client. Our office may contact you periodically to monitor the client's employment and offer any necessary support. We will make every effort to do this without disruption or inconvenience to you or your employees.

Many clients want to work and want to succeed. At the same time we must be sure the community is aware of potential risk and that employment decisions are safe. As part of case planning, we monitor employment, and make ourselves available to assist and support the offender in gaining sustained employment.

Many clients are able to gain job skills and improve their ability to hold a job during their stay in prison, through education and training programs, and jobs in the prison. We would be happy to discuss these programs with you further if you have questions.

We also have information about a federal bonding program and work opportunity tax credit for employers who hire released clients. If this information is useful to you please call us at the number indicated.

Thank you for providing this employment opportunity. Please do not hesitate to contact us at any time about this matter.

Conviction history:

Offense	Date of Offense
Comments:	

Sincerely,

Parole Officer Signature  
Address:  
Phone:  
Supervisor's Phone: