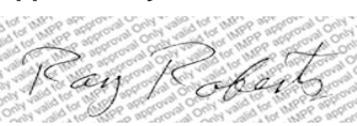


KANSAS DEPARTMENT OF CORRECTIONS

	INTERNAL MANAGEMENT POLICY AND PROCEDURE	SECTION NUMBER 14-117A	PAGE NUMBER 1 of 10
		SUBJECT: PAROLE SERVICES: Supervision Standards	
Approved By:  Secretary of Corrections		Original Date Issued: 09-16-14	Replaces Version Issued: N/A
		CURRENT VERSION EFFECTIVE: 09-16-14	

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

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. (4-APPFS-2A-07) 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 14-113, 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, and ensuring that the contact is relevant to the assessed criminogenic risk and need of the offender, which should also drive the case plan. No contacts should be made just for the sake of contact; instead, contacts should 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 should be documented, and should indicate who conducted the contact, if other than the assigned Parole Officer.

DEFINITIONS

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.

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, of or expected to be of, more than one (1) day duration. When the offender gains temporary employment through a temporary employment agency, the employment agency shall be considered 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 shall 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.

Personal contact: Any face-to-face 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. The location, nature and content of these contacts should be determined by the case plan and should relate to the assessed criminogenic risk and needs of the offender.

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

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

For TOADS entry purposes, the following definitions shall apply for entry of Contacts:

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.).

Attempted Contact: Any type of unscheduled, but unsuccessful attempt to make contact with the offender.

Automated Telephone Contact: 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.

Collateral: Any form of communication by the parole officer with an agency or person who provides information regarding the offender which is pertinent to the offender's supervision. 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. Information gained 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. A review of a police report regarding offender activity does constitute a collateral contact. Pay stubs and UA results are not considered collateral contacts.

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".

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.

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.

Mail: Any type of mail or email correspondence sent to or received from the offender.

No Show: Offender failed to report for a scheduled appointment.

Office: A face-to-face interview with the offender conducted by a parole officer in the office.

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.)

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

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.

Telephone: Any type of telephone contact with the offender whether initiated by the offender or by the officer. This includes voice mail or answering machine messages. Incoming messages taken by other parole staff may also be considered as a telephone contact.

PROCEDURES

I. CLASSIFICATION AND SUPERVISION

- A. The parole officer shall determine the level of supervision of an offender using an approved classification tool in accordance with IMPP 14-111.
- B. The classification process determines an offender's supervision level and the supervision standards that apply.
- C. A case plan shall be developed for each offender according to IMPP 14-113, which shall guide 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. PHILOSOPHY REGARDING 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 encouraged 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 can include 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.

4. Home and community contacts may be scheduled or unannounced. Unannounced or unannounced contacts should not be made in a manner that jeopardizes the offender's sustained residency, employment, or involvement with a specific program or agency.
5. Parole officers should 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 encouraged 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 should 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 shall 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 should be made in a way that supports the offender's educational endeavor and does not inspire an undue level of concern. The parole officer shall 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 should 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 should 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 should 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 should 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 shall note the contacts that occur and the offender's progress with the case plan.
- B. All contacts and case activity should be documented in TOADS immediately, but no later than five (5) days after the contact or activity occurs.

V. SUPERVISION STANDARDS

- A. The parole officer or designee shall make the following contacts according to the offender's specified level of supervision (see Attachment A for summary). Additional contacts should 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.

1. High Supervision Level:

- a. Three (3) personal contacts per month.

(1) One (1) of the three (3) personal contacts may occur by telephone or video conference, when:

- (a) The previous contact was made in person.
- (b) The needs of the appointment do not necessitate face to face contact.
- (c) Substance abuse testing is not needed or can be conducted via alternative means.
- (d) The physical distance between the Parole Office and the offender's residence requires significant travel time, or local travel is a hardship.
- (e) The content of the phone conversation is substantive and related to the offender's supervision and case plan.

- b. Collateral contacts once per month.

(1) Collateral contacts should 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 should 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:

- a. One (1) personal contact per month;

- b. Collateral contacts once per month;
 - (1) Collateral contacts should 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 should 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-Person Supervision Level (Quarterly Reporting)
- a. One (1) personal contact every three (3) months;
 - b. Offenders shall 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)
- a. Offenders shall 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.
- B. Parole officers shall 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.
- C. Home Contacts and Residence Verification
- 1. Home contacts should 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 shall 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 home contact shall be conducted within 45 days to verify the new residence and assess the living environment.
 - a. 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 shall be documented and completed within a time frame established by the Parole Director.
 - b. Parole Directors shall establish safety procedures for conducting home contacts which may include requesting the assistance of a special agent in completing the home contact.
- D. Verification of Offender Registration
1. Where an offender is required to register per the Kansas Offender Registration Act, the parole officer shall 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 shall 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 should be addressed per IMPP 14-137.

VI. EMPLOYMENT NOTIFICATION AND VERIFICATION

- A. All offenders shall 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 shall be complete and truthful.
- B. Parole officers shall 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 shall 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) shall be used.

2. Documentation of confirmation that the offender has notified his/her employer of his/her conviction history shall be made in the T.O.A.D.S. employment notification section, and shall 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 should be in consideration of the assessed risk/need level of the offender and should 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 should 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. SHARED SUPERVISION AND CASE MANAGEMENT

- A. A multi-disciplinary team approach shall be used for the case management and supervision of offenders who are participants in KDOC re-entry services or a contract program (Day Reporting Center, CRB, etc.). The multidisciplinary approach should include ongoing communication and collaboration between the parole officer and case manager/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 (per Section IV.A.) or shared supervision with a community corrections agency, the assigned parole officer shall 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 case managers, program providers or community corrections staff and entered in TOADS may be used toward supervision standards, however the assigned parole officer must have at least one face-to-face contact monthly with offenders on moderate or high supervision levels.
- C. Regular contact between the parole officer, case manager and resource providers is encouraged. At a minimum, monthly contacts should be made in person or via telephone, to discuss the offender's status and plan for future case activity.
 1. Collaborative efforts should 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. Case plans should be developed per IMPP 14-113 using a team approach involving the offender, PO, and case manager. Updates and changes to the case plan may be made by either the parole officer or case manager, as needed during the term of supervision.
- E. As violations occur, case managers and parole officers should consult with each other and determine how the violation should be addressed. Responses to violations should occur in accordance with IMPP 14-137.

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 shall not be held to the supervision standards cited in this IMPP with the following exceptions:

1. Intake procedures pursuant to IMPP 14-104 shall be conducted for any newly released offenders.
 2. An initial interview with the offender by the receiving parole officer shall be conducted upon acceptance of an offender via intrastate transfer to any of the above mentioned programs.
 3. After initial interviews have been conducted, a collateral contact shall be conducted at least once monthly to verify offender status.
 4. Parole officers shall be responsible for providing employer notification pursuant to Section VI. of this IMPP and therefore shall request to be notified by residential program staff of offender employment changes.
 5. Parole officers shall be responsible for providing third party notification pursuant to IMPP 14-121.
 - a. Parole staff shall 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 shall occur immediately upon discovery of violations or change in offender status.
- B. Parole officers will not 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 shall 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 offenders 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 shall always be required

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff 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 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

IMPP 14-104 14-111, 14-113, 14-118, 14-121, 14-137
APPFS 4-APPFS-2A-07

ATTACHMENTS

Attachment	Title of Attachment	Page Total
A	Contact Requirements	1 page
B	Letter to Employer	1 page

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

Level of Supervision	Contacts Required	Frequency of Contact
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 – Person (Quarterly)	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 (Automated)	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.

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: