



KANSAS DEPARTMENT OF CORRECTIONS

 INTERNAL MANAGEMENT POLICY AND PROCEDURE	SECTION NUMBER 14-123A	PAGE NUMBER 1 of 4
	SUBJECT: PAROLE SERVICES: IntraState Transfer of Offenders	
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POLICY STATEMENT

Offenders may be permitted to transfer to another location within the state of Kansas, when an opportunity for residence, employment, or other resources needed pursuant to offender criminogenic needs and the case plan are present which otherwise would not be available at the current location. Transfer authorization shall consider the offender's department, as well as supervision factors at the new location.

Parole Services staff may initiate the transfer of an offender to another officer or location for internal management reasons, to equalize caseloads or to maximize case management opportunities.

DEFINITIONS

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

District: Geographic area supervised by a specific parole office.

Interstate Compact Offender Tracking System (ICOTS): The electronic interstate compact database utilized for tracking the movement and supervision of offenders eligible for supervision under the Interstate Compact for Adult Offender Supervision.

IntraState Transfer: The transfer of offender supervision to another parole officer/location within the State of Kansas.

Offender File: For purposes of this IMPP, the offender file shall consist of the hard copy documents contained in the file folder, and any documentation contained in OMIS and TOADS databases.

PROCEDURES

I. District Supervision and Transfer Guidelines

- A. Offenders are to be supervised by the parole office that has responsibility for the geographic area in which the offender resides.
- B. When an offender requests to relocate to an area that would require a transfer to a different parole office, the assigned PO should submit the transfer request to the new office within 7 business days of becoming aware of the need for transfer.

1. The parole supervisor may approve an extension of the time frame for submitting a transfer request if necessary for good cause.
- C. If extenuating circumstances exist and the assigned parole officer believes that it is in the best interest of the offender to be supervised by a parole office that is not responsible for the geographic area of residence, the parole supervisors from the two offices involved may staff the case and agree to make an exception.
1. If the exception is agreed upon, the offender may be assigned to a parole office that is not assigned to the area of his/her residence.

II. Transfer Request Procedures

- A. Prior to granting permission for an offender to transfer to another district, the parole officer shall consider factors including, but not limited to, the offender's length of supervision in the community, offender criminogenic needs, supervision department to date, and opportunities existing within the new district.
1. Department issues shall include performance on supervision, attitude toward supervision requirements, efforts made toward programmatic requirements and violation behavior.
 - a. Offenders who are in violation status shall not be permitted to transfer to another district without the approval of a parole supervisor in both the sending and the receiving district.
 2. The assigned parole officer shall verify, to the extent possible, the offender's proposed home and employment plan; and,
 3. Discuss the proposed transfer with a parole supervisor/designee responsible for the supervision of the area to which the offender wishes to transfer.
- B. Before granting permission to the offender to leave the sending district, the sending parole officer shall comply with any requests for information and/or documentation requested by the receiving district.
1. If an offender relocates without advance permission, due to urgent circumstances, the assigned PO shall investigate the situation and if a transfer request seems necessary, notify the parole office in the receiving district promptly to advise of the offender's location and request an investigation of the residence plan.
- C. With the concurrence of the receiving district, reporting instructions shall be provided to the sending parole officer which shall be relayed to the offender.
- D. If the transfer is approved, the offender's file, including OMIS and TOADS entries, shall be reviewed by the sending parole officer for compliance with factors listed in the Transfer Review Checklist, Attachment A.
1. Any deficiencies shall be corrected by the sending officer, or designee.
 2. Prior to transmission of the offender file to the receiving parole officer, the parole supervisor for the sending officer or designee shall review and sign the Transfer Review Checklist, affirming that the file meets the requirements listed therein.
 - a. Should the file not meet the requirements set forth in the Transfer Review Checklist, it shall be returned to the officer with deficiencies cited and corrections mandated. The parole supervisor or designee shall follow up with the officer to ensure that deficiencies have been corrected prior to the file being relayed to the receiving officer.

3. The offender's parole file, with the enclosed Transfer Review Checklist, shall be forwarded to the receiving parole officer within five (5) working days of supervision acceptance.
- E. Should the receiving parole officer find the offender's parole file to be deficient after receipt and review, that officer's supervisor shall be contacted who shall resolve the matter with the sending officer's supervisor.

III. Investigation of Intrastate Transfer Requests

- A. The parole officer in the receiving district shall investigate the offender's transfer plan for suitability and shall respond by e-mail or phone within 14 days of receipt of the investigation request, to the sending parole officer.
- B. Acceptance of intrastate transfer plans shall be partially based upon the ability of the plan to meet the criminogenic needs of the offender. Additional factors which should be considered include, but are not limited to:
 1. Sufficiency of the proposed residence;
 2. Employment or availability of employment;
 3. Victim proximity;
 4. Availability of counseling or other services related to the case plan; and,
 5. Community sentiment.
- C. The sending officer shall retain supervisory jurisdiction over the offender until supervision has been accepted by the receiving officer.

IV. Actions Required Following the Acceptance of Intrastate Transfer Plans

- A. Upon acceptance of the offender for supervision, the receiving PO is responsible to make a movement entry in OMIS, reflecting the new PO code, upon the offender's arrival in the new area.
- B. If the offender is an Interstate Compact case, the receiving PO shall notify the sending state of the offenders change in residence and parole officer.
 1. Notification shall be made in ICOTS using a Compact Action Request or upon completion of the next scheduled Progress Report.

V. Actions Required Upon the Rejection of an Intrastate Transfer Plan

- A. In the event a transfer request is rejected and the offender is already residing in the proposed receiving district, the parole supervisor/designee in the sending district shall be contacted by the investigating officer to assist in the development of reporting instructions for the offender.
- B. The receiving district parole officer shall direct the offender to return to the sending district and shall provide the offender with the reporting instructions.
- C. In the event of a disagreement regarding the rejection of an intrastate transfer plan the respective parole supervisors shall be contacted and shall be responsible for resolving the issue.

VI. Transfer of Files for Internal Management Purposes

- A. When it is anticipated that cases will be transferred to another officer(s) for internal management purposes, i.e. employee resignation, promotion, equalization of caseloads, etc., the current parole officer of record shall be tasked with completing a Transfer Review Checklist on each case, and making corrections as necessary.

1. Transfer Review Checklists shall be reviewed by the Parole Supervisor or designee.
- B.
2. In the case of an immediate departure of a parole officer, the Parole Director may designate a staff member(s) to complete the offender file review and make corrections as necessary.
 2. The Parole Director may authorize a waiver in the completion of the Transfer Review Checklist for a caseload or designated cases, if necessary for good cause.

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

None.

ATTACHMENTS

Attachment	Title of Attachment	Page Total
A	Transfer Review Checklist	1 page

TRANSFER REVIEW CHECKLIST

Offender Name: _____ Offender Number: _____

Supervision Level: _____ Next App't Dt/Time/Place: _____

Current PO: _____ Receiving Officer: _____

Prior to transferring the offender file to another officer, the following items shall be reviewed by the supervision parole officer, or designee, to ensure that they are current. In the case of recurring processes, the next due date shall be cited.

<u>Item</u>	<u>Completed</u>	<u>Not Completed</u>	<u>Next Date Due</u>
Risk Screen & LSIR	_____	_____	_____
Case Plan	_____	_____	_____
Good Time Awards	_____	_____	_____
OMIS Entries	_____	_____	Supervisor Comments (use add. page If necessary):
TOADS Entries			
Updated Demographics	_____	_____	
PRB Special Conditions Entered	_____	_____	
Violations	_____	_____	
Interventions	_____	_____	
Employment	_____	_____	
Contacts	_____	_____	
NCIC 2000 Entry	_____	_____	
Supervision Fee Balance	_____	_____	_____
			Supervisor Signature
Restitution Balance	_____	_____	Date: _____

Priority Items to be Addressed:

Officer Comments:

Parole Officer Signature

Date

Supervisor Signature

Date