

KANSAS DEPARTMENT OF CORRECTIONS

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|  INTERNAL MANAGEMENT POLICY AND PROCEDURE | SECTION NUMBER 14-125A | PAGE NUMBER 1 of 2 |
| | PAROLE SERVICES: Management of Offender Money and Property | |
| Approved By:  Secretary of Corrections | Original Date Issued: 05-05-16 Replaces Version Issued: N/A CURRENT VERSION EFFECTIVE: 05-05-16 | |

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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

Field Services staff shall not, except in unavoidable or emergency situations, take possession of or accept responsibility for money or property belonging to offenders under supervision. When an unavoidable or emergency situation requires temporary custody of money or property, staff shall document the process and ensure that items are securely stored. Property may be disposed of by providing it to the offender's family or friends, or by donating it to a charitable organization.

DEFINITIONS

Charitable organization: A public or private not-for-profit organization which has a history of assisting the needy or offenders under the supervision of the KDOC.

PROCEDURES

I. Inventory of Offender Money and/or Property

- A. If an offender leaves money or personal property in the possession of a parole officer, the following steps shall be followed:
 - 1. The parole officer shall document the process using Attachment A. When money or valuables are involved, efforts should be made to use another staff person as a witness to the process.
 - a. The completed inventory form shall be placed in the offender's parole file and a copy placed with, or attached to the property.
 - b. When possible, the inventory list shall be completed in the presence of the offender and the offender shall be requested to sign the form acknowledging that all of the money and/or property is accounted for in the inventory.
- B. If an offender is arrested or becomes otherwise unavailable to manage his/her belongings from rented housing or a transitional housing site that is managed by KDOC, the items may be left for disposal by the landlord or managed in accordance with section I.A.1.
 - 1. A decision to document and store offender property should be made by the PO and PS, with consideration given to the circumstances of the case and the timeframe within which the offender is expected to be available to regain his/her property.

- C. Property that is being held for offenders shall be stored in an area of the parole office that is secure from being accessed by anyone other than KDOC staff and volunteers.

II. Disposal of Offender Money or Property

- A. Parole staff shall attempt to dispose of an offender's property by contacting family or friends at the offender's last known address or at a telephone number provided by the offender.
- B. The staff member shall request that the offender's family member or friend accepting responsibility for the offender's money and/or property acknowledge the receipt of the items by signing the inventory form.
 - 1. If the offender's family member or friend refuses to sign the inventory form, the staff member shall not release the offender's money or property to the individual.
- C. If the property cannot be released to relatives or friends of the offender within a reasonable timeframe, not to exceed 120 days, the property shall be delivered as a donation to a charitable organization.
 - 1. The parole staff member shall request an acknowledgment of the receipt for the offender's money and/or property items through the signature of a staff member of the charitable organization on the inventory form.
 - a. The signed receipt shall be placed in the offender's parole file.

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

None.

ATTACHMENTS

| Attachment | Title of Attachment | Page Total |
|-------------------|-----------------------------|-------------------|
| A | Offender Property Inventory | 1 page(s) |
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**KANSAS DEPARTMENT OF CORRECTIONS
DIVISION OF COMMUNITY AND FIELD SERVICES
OFFENDER PROPERTY INVENTORY**

NAME _____ NUMBER _____

Please indicate all property and the amount of any money left in the possession of the parole office/staff member by the offender identified above. Provide descriptions as necessary.

Money and/or financial cards _____

Identification card(s) _____

Wallet/Purse _____

Jewelry _____

Keys _____

Electronic Devices (phone, computer, etc.) _____

Clothing _____

Household items _____

Personal documents _____

Miscellaneous/Other _____

Parole Officer/Staff Member's Signature

Date

Offender's Signature

Date

Recipient of Offender's Money/Property

Date

Name and Address of Charitable Organization, if applicable