



# KANSAS DEPARTMENT OF CORRECTIONS

	<b>INTERNAL MANAGEMENT POLICY AND PROCEDURE</b>	SECTION NUMBER	PAGE NUMBER
		14-127A	1 of 3
		<b>PAROLE SERVICES: Management of Donations and Financial Incentives</b>	
<b>Approved By:</b>  Secretary of Corrections		Original Date Issued:	02-23-16
		Replaces Version Issued:	N/A
		<b>CURRENT VERSION EFFECTIVE:</b>	<b>02-23-16</b>

<b>APPLICABILITY:</b>	<input checked="" type="checkbox"/> <b>ADULT Operations Only</b>	<input type="checkbox"/> <b>JUVENILE Operations Only</b>	<input type="checkbox"/> <b>DEPARTMENT-WIDE</b>
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## POLICY STATEMENT

KDOC staff may provide property or financial resources to offenders when it is done as part of KDOC supervision services and is consistent with the offender's case management, supervision needs and/or risk reduction goals. Undue Familiarity and the giving of personal gifts, not related to an offender's supervision, are forbidden in accordance with IMPP 02-118D.

Vouchers, gift cards, bus tickets, financial resources, clothing and other property may be used by parole staff to assist offenders with basic needs, or as incentives to enhance supervision compliance or encourage program participation. These items may be retained in parole offices and provided to offenders by KDOC staff, following guidelines established by the Parole Director. The items may be received via donations from community members, community resource providers, volunteers, KDOC staff, or purchased with KDOC funds. Items with significant value shall be stored in a secure location. All financial incentives provided to offenders will be documented.

## DEFINITIONS

Basic needs: Basic necessities related to human survival such as food, clothing, and shelter.

Financial Incentive: Vouchers, gift cards or items with monetary value which may be provided to offenders as a means of encouraging or rewarding supervision compliance or program participation.

Financial Resource: Vouchers, gift cards or items with monetary value which may be provided to offenders to assist with basic or transitional needs such as food or transportation.

## PROCEDURES

### I. Items for Distribution

- A. Parole Offices may maintain a collection of property or financial resources to be distributed to offenders as needed. These items may include, but are not limited to:
  - 1. Clothing;
  - 2. Food;
  - 3. Hygiene items;
  - 4. Household items;

5. Tents;
6. Bicycles; and/or
7. Vouchers or gift cards for businesses that provide food, housing/shelter, or transportation.
  - a. Staff shall provide oversight, as necessary, to ensure that gift cards are not used for the purchase of alcohol, tobacco, lottery tickets or other items other that are not the intended use.

## **II. Distribution of Resources**

- A. Parole staff may provide property or financial assistance to an offender when they have determined that the offender is in need, or the incentive will enhance the supervision process. In determining whether or not to provide a resource, staff should consider:
  1. The offender's level of need;
  2. The availability to the offender of other sources of assistance, such as assistance from family, monetary income, or community based resources; and
  3. Whether providing assistance will increase the likelihood of successful reentry, supervision compliance, improved program attendance, or successful program completion.

## **III. Use of Financial Incentives**

- A. Financial Incentives may be provided to offenders in an effort to encourage or reward supervision compliance, or enhance efforts toward risk reduction work or program participation. Financial incentives may include, but are not limited to:
  1. Vouchers or gift cards for use at businesses that provide transportation or sell food, clothing, household supplies, or gasoline; and
  2. Entertainment related items, such as movie theater admission tickets, movies, games, or admission to sporting events or other pro-social community based activities.

## **IV. Storage and Documentation of Financial Resources and Incentives**

- A. Vouchers, gift cards and other financial resources shall be stored in a secure location.
- B. The Financial Resource Tracking Form (Attachment A) shall be utilized as an inventory and documentation system, maintained by the Parole Director or designee.
  1. For any month during which financial incentives are added to the Financial Resource Tracking Form or distributed to offenders, a copy of the document shall be provided to the Procurement Officer in Central Office by the 10<sup>th</sup> of the following month, to assist in compliance with IMPP 01-122.
- C. Any distribution of a financial resource or incentive shall also be noted in the offender's record in a TOADS contact note.

## **V. Accepting and Requesting Donations**

- A. Donations of property and financial resources may be accepted by parole staff from community members, community resource providers, KDOC staff or volunteers.

- B. Donations shall be approved by the Parole Director, and processed in accordance with IMPP 01-122.
- C. With permission from the Parole Director, staff may request donations of specific items for offender risk reduction efforts from local businesses, community agencies, and organizations.

**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 01-122; 02-118D

**ATTACHMENTS**

<b>Attachment</b>	<b>Title of Attachment</b>	<b>Page Total</b>
A	Financial Resource Tracking Form	1 page(s)

